

A&N ISLANDS FACTORIES RULES, 1970

अण्डमान तथा
Andaman And



असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

निकोबार राजपत्र
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No. 44, Port Blair, Tuesday, May 26, 2020

**ANDAMAN AND NICOBAR ADMINISTRATION
OFFICE OF THE LABOUR COMMISSIONER**

NOTIFICATION

Port Blair, dated the 26th May, 2020.

No. 44/2020/F. No. D3/Labour Law/LC & DET-14.— In exercise of powers conferred under Section 5 of Factories Act, 1948 (Act No. 63 of 1948), read with the Notification of the Govt. of India, Ministry of Labour and Employment No. S.O. 108 dated the 14th February, 1958, the Lt. Governor (Administrator), Andaman and Nicobar Islands is pleased to order that all the factories registered under Factories Act, 1948 shall be exempted from the provisions of Section 51 (weekly hours), Section 54 (daily hours), Section 55 (interval of rest) and Section 56 (spread hours) w.e.f. 26th May, 2020 to 26th August, 2020 within the territorial jurisdiction of the Andaman and Nicobar Islands subject to the following conditions :-

1. No adult worker shall be allowed or required to work in a factory for more than twelve hours in any day and seventy two hours in any week.
2. The periods of work of adult workers in factory each day shall be so fixed that no period shall exceed six hours and that no worker shall work for more than six hours before he has had an interval for rest of at least half an hour.
3. Wages in respect of increased working hours as a result of this exemption shall be in proportion to existing minimum wages fixed by the Andaman and Nicobar Administration under Minimum Wages Act, 1948 i.e. if wages for eight hours are 500 Rupees, then proportionate wages for twelve hours will be 750 Rupees.
4. Provisions of Section 59 of the Factories Act, 1948 regarding overtime wages shall continue to be applicable without any change.

Admiral Devendra Kumar Joshi, PVSM, AVSM, YSM, NM, VSM (Retd.)

By order and in the name of the Lieutenant Governor,

Sd./-

Additional Secretary (Labour)

अण्डमान तथा
ANDAMAN AND



सत्यमेव जयते

निकोबार राजपत्र
NICOBAR GAZETTE

असाधारण
EXTRAORDINARY

प्राधिकार से प्रकाशित
Published By Authority

सं. 26, पोर्ट ब्लेयर, सोमवार, 30 मार्च, 1970/चैत्र 9, 1892.
No. 26, Port Blair, Monday, March 30, 1970/Chaitra 9, 1892

ANDAMAN AND NICOBAR ADMINISTRATION
CHIEF COMMISSIONER'S SECRETARIAT

NOTIFICATION

Port Blair, the 30th March, 1970/Chaitra 9, 1892.

No. 30/68/F. 14/11/59-LC.—In exercise of the powers conferred by Section 112 of the Factories Act, 1948 read with the Notification of the Govt. of India, in the Ministry of Labour and Employment No. S.O. 108 dated the 14th February, 1958, J. H. S. Butalia, Chief Commissioner, Andaman and Nicobar Islands, hereby make the following rules, the same having been previously published as required by section 115 of the said Act, namely:—

ANDAMAN AND NICOBAR ISLANDS FACTORIES RULES, 1970.

CHAPTER I

PRELIMINARY

1. Short title, Extent and Commencement:—(1) These Rules may be called the Andaman and Nicobar Islands Factories Rules, 1970.

(2) These rules shall extend to the whole of the Andaman and Nicobar Islands.
(3) These rules except rules 31 to 35, 55, 67, 69 to 80 and 101 shall come into force on 1-4-70 and rules 31 to 35, 55, 67, 69 to 80 and 101 shall come into force on such date or dates as may be appointed by the Chief Commissioner in that behalf by notification in the official Gazette.

2. Definitions:—In these Rules unless there is anything repugnant in the subject or context:—

- (a) "Act" means the Factories Act, 1948.
- (b) "Appendix" means an Appendix to these rules.
- (c) "Artificial Humidification" means the introduction of moisture into the air of a room by any artificial means whatsoever, except the unavoidable escape of steam or water vapour into the atmosphere directly due to a manufacturing process.
- (d) "Belt" includes any driving strap or rope.
- (e) "Degrees" (of temperature) means degree on the Fahrenheit scale.
- (f) "District Magistrate" means the District Magistrate, A. & N. Islands and including such other officers as may be appointed by the Chief Commissioner in that behalf.
- (g) "Fume" includes gas or vapour.
- (h) "Family" means the wife, son, daughter, father, mother, brother, sister of the owner of any place wherein a manufacturing process is carried on who lives with or is dependent on such owner.
- (i) "Health Officer" in respect of Municipal area means the Municipal Health Officer and in respect of other areas such other officers as may be appointed by the Chief Commissioner in that behalf.
- (j) "Hygrometer" means an accurate wet and dry bulb hygrometer conforming to the prescribed conditions as regards constructions and maintenance.

Price: Rupee One and Twenty-Five Paise Only

- (k) "Inspector" means an officer appointed under section 8 of the Act and includes "Chief Inspector"
- (l) "Local Authority" means the Chairman in the case of an area within the limits of a Municipality, the Executive Officer in the case of an area within the jurisdiction of a Panchayat
- (m) "Maintained" means maintained in an efficient state in efficient working order and in good repair
- (n) "Manager" means the person responsible to the occupier for the working of the factory for the purposes of the Act.

(Rule prescribed under Section 6)

3. The State Government or the Chief Inspector of the Factories may require for the purposes of the Act submission of plans of any factory which was either in existence on the date of commencement of the Act or which has not been constructed or extended since then. Such plans shall be drawn to scale showing:

- (a) The site of the factory and immediate surroundings including adjacent building and other structures, roads, drains etc.
- (b) The plan elevation and necessary cross sections of the factory building, indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire and the position of the plant and machinery, aisles and passage-ways; and
- (c) Such other particulars as the State Govt. or the Chief Inspector as the case may be, may require.

Rule 3 and 4 prescribed under section (1) of section 6.

3. Approval of plans, site, construction or extension of a factory.

(1) No site shall be used for the location of a factory or no building in a factory be constructed, reconstructed, extended or taken into use as a factory or part of a factory, unless previous permission in a writing is obtained from the Chief Commissioner or the Chief Inspector of Factories.

(2) Application for such permission shall be made in Form No. 1. It shall be accompanied by the following documents, namely:—

- (a) a flow chart of the manufacturing process supplemented by a brief description of the process in its various stages.
- (b) plans in duplicate drawn to scale showing:—
 - (i) the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains and the like; and
 - (ii) the plan elevation and necessary cross sections of the various buildings, indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant, machinery, aisles and passage ways.
- (c) Such other particulars as the Chief Inspector may require.

(3) After examination of the documents referred to in sub-rule 2, the Chief Inspector may accord the permission applied for:

Provided that the Chief Inspector may call for such other particulars as he may require before according such permission.

Provided further that the Chief Inspector may accord such permission subject to such conditions as he may consider necessary.

(4) The fact that the permission applied for is accorded shall be noted on the plans and specifications and shall be signed by the Chief Inspector. One copy of each of the said plans and specifications shall be returned to the applicant.

4. Registration and Grant of License for a Factory:—(1) No premises shall be used as a factory, nor any manufacturing process carried on in any factory without the registration of the premises and the grant of a licence to the Factory by the Chief Inspector.

(2) An application for the registration of a factory and grant of a licence to it shall be submitted to the Chief Inspector in Form No. 2.

(3) The fees payable for the registration and grant of a licence to a factory shall be as specified in the schedule hereto. The application in Form No. 2 shall be accompanied by a treasury receipt evidencing payment of the appropriate fee specified in the schedule hereto.

(4) Every application received by the Inspector shall be registered in Form No. 3.

(5) No licence shall be granted until the notice specified in section 7 has been received in duplicate in Form No. 2 by the Chief Inspector.

(6) If the Chief Inspector is satisfied that the registration and license may be granted, such registration and license shall be issued in Form No. 4 :

Provided that the Chief Inspector may register and grant license subject to such conditions as he may consider necessary and which shall be specified in the license.

(7) Every license granted or renewed under this chapter shall remain in force up to and inclusive of the 31st of December of the year for which the licence is granted or renewed.

THE SCHEDULE

Quantity of horse power installed (max. H. P.)	Maximum number of person to be employed on any day during the year.						
	20	50	100	250	500	750	750 and above.
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Nil	10	25	50	125	250	375	500
10	25	50	60	150	300	450	600
50	50	75	100	250	500	750	1000
100	100	125	150	375	750	1125	1500
above 100	150	200	250	500	1000	1500	2000

5. Amendment of License :—(1) The limits specified in the licence in regard to horse power or the number of persons employed shall not be exceeded unless the licence has been amended by the Chief Inspector.

(2) An application for the amendment of a licence shall be submitted to the Chief Inspector, specifying the nature of the amendment sought and the reasons therefor at least fifteen days prior to the date on which the applicant desires the amendment to take effect. The application shall be accompanied by the original licence if it is not already available with the Chief Inspector and a treasury receipt or contingent bill evidencing payment of the appropriate fee.

(3) The fee for the amendment of a licence shall be five rupees plus the amount, if any, by which the fee that would have been payable if the licence had originally been issued in the amended form exceeds the fee originally paid for the licence.

(4) On the receipt of such application together with the fee prescribed the Chief Inspector may amend the licence suitably :

Provided that the Chief Inspector may amend the licence subject to such conditions as he may consider necessary and which shall be specified in the licence.

(5) The amendment made shall be incorporated in the licence and the Register of Factories.

6. Renewal of Licence :—(1) The occupier of every factory licensed under rule 4, shall submit to the Chief Inspector, an application in Form No. 2 in duplicate or the renewal of the licence. An application for renewal shall be made not less than two months before the date on which the licence expires and shall be accompanied by the original licence.

(2) The same fee shall be charged for the renewal of a licence as for the grant thereof :

Provided that if the application for renewal is not received within the time specified in sub-rule (1), the licence shall be renewed only on payment of a fee of twenty five percent in excess of the fee ordinarily payable for the licence.

Provided further that in the case of Government Factory, a contingent bill signed by the drawing officer shall be deemed to be sufficient proof of the payment of the amount specified in the bill.

(3) If the application has been made in accordance with this rule, the premises shall be held to be duly licensed until such date as the Chief Inspector renews the licence.

(4) The Chief Inspector may renew the licence subject to such conditions as he may consider necessary and which shall be specified in the licence.

(5) Suitable entry shall also be made in the Register of Factories regarding the renewal of the licence.

(6) The Chief Inspector of Factories in consultation with Chief Commissioner may condone the additional fee prescribed in sub rule (2), in case he is satisfied that the delay in submission of application for renewal of licence was due to any reason beyond the control of the occupier or manager due to any other reason of similar nature.

7. Transfer of Licence :—(1) The holder of a licence or in the event of his death, any person carrying on the business of such licensee may, at any time, before the expiry of the licence, apply for permission to transfer the licence to any other person or to himself,

(2) Such application for transfer shall be made to the Chief Inspector and accompanied by a fee of five rupees for each application.

(3) The Chief Inspector, if he approves of the transfer, enter upon the licence under his signature an endorsement to the effect that the licence has been transferred to the person named:

Provided that the Chief Inspector may call for such other particulars as he may require before effecting the transfer.

Provided further that the Chief Inspector may effect such transfer subject to such condition as he may consider necessary and which shall be specified in the licence.

(4) Suitable entry shall also be made in the Register of Factories regarding the transfer.

8. Procedure on Death or Disability of Licence:—If a licensee dies or becomes insolvent the person carrying on the business of such licensee shall not be liable to any penalty under the Act for exercising the powers granted to the licensee by the licence during such time as may reasonably be required to allow him to make an application for the amendment of the licence under rule 5 on his own name for the unexpired portion of the original licence.

9. Loss of Licence:—Where a licence granted under these rules is lost or accidentally destroyed, a duplicate may be granted on payment of a fee of rupees five.

10. Payment of Fees:—(1) Every application under these rules shall be accompanied by a treasury receipt showing that the appropriate fees has been paid in to the local treasury [under the head of account, '687 Labour and Employment—Fees realised under the Factories Act.'].
(2) If an application for the grant, renewal or amendment of a licence is refused, the fee paid shall be refunded to the applicant by the Chief Inspector.

11. Notice of Occupation:—The notice of occupation shall be in Form No. 2.

12. Notice of Change of Manager:—The notice of change of manager shall be in Form No. 3.

13. Plans and Licence:—(1) The plans approved by the Chief Inspector under rule 3 and the licence granted for a factory under rule 4 shall be readily available in the factory for inspection by the Inspectors and Additional Inspectors appointed under section 3 of the Act.

(2) The plans and layouts of factory buildings sent to the Chief Inspector for approval under rule 3 shall be prepared by a person not below the rank of a draughtsman possessing a certificate recognised by the Chief Commissioner in this regard.

(3) No manufacturing process shall be carried on in any factory constructed, extended or taken into use as a factory, until a certificate of stability in respect of the buildings in the form below has been obtained and sent by the occupier or management of the factory to the inspector.

FORM OF CERTIFICATE

1. Name of the factory.
2. Village, town and district in which the factory is situated.
3. Full postal address of the factory.
4. Name of the occupier of the factory.
5. Nature of manufacturing process to be carried on in the factory.
6. Number of floors on which workers will be employed.

I certify that I have inspected the building in which..... is housed and examined the various parts including the foundations as shown in the complete plans approved by the Chief Inspector in his letter No..... dated..... with special reference to the machinery, plant, etc., that have been installed. I am of opinion that the building has been constructed/extended in accordance with the plans approved by the Chief Inspector in his letter mentioned above, that it is structurally sound and that its stability will not be endangered by its use as factory for the manufacture of..... for which the machinery, plant, etc., installed are intended.

Signature

Name, designation and qualification.

(4) The certificate of stability referred to in sub-rule (3) shall be signed by an officer of the A. P. W. D. not below the rank of a Gazetted Asst. Engineer.

CHAPTER II INSPECTING STAFF

Rules prescribed under Section 9

14. Power of Inspector:—An Inspector shall, for the purpose of the execution of the Act, have power to do all or any of the following things, that is to say:—

- (a) to photograph any worker, to inspect, examine, measure, copy, photograph, sketch or test, as the case may be, any building or room, any plant, machinery, appliance or apparatus, any register or document, or anything provided for the purpose of securing the health, safety or welfare of the workers employed in a factory;
- (b) in the case of an Inspector who is a duly qualified medical practitioner, to carry out such medical examination as may be necessary for purpose of carrying out his duties under the Act;
- (c) to prosecute, conduct or defend before a Court any complaint or other proceeding arising under the Act or in discharge of his duties as an Inspector.

Provided that the powers of the District Magistrate and such other public officers as are appointed to be Additional Inspectors under sub-section 5 of section 8 shall be limited to the inspection of factories in respect of the following matter, namely:—

Cleanliness, (Section 11), Over-crowding (Section 16), Lighting (Section 17), Drinking water (Section 18), Latrines and urinals (Section 19), spittoons (Section 20), precautions in the case of fire (Section 38), Welfare (Chapter V), Working hours of adults (Chapter VI except the power of exemption under the proviso to Section 62), Employment of young person (Chapter VII), Leave with wages (Chapter VIII) and Display of notices (Section 108).

Rules prescribed under section 8 (1)

15. Qualification of a Inspector:—No person shall be appointed as an Inspector for the purpose of the Act unless he possesses the qualifications hereunder:—

- (a) He must not be less than 18 years or more than 30 years of age.
- (b) He must have:
 - (i) had a good general education and
 - (ii) Secured a degree or diploma in Mechanical/Electrical Engineering preferably with two years practical experience in any workshop or factory or a manufacturing concern of good standing.
- (c) Where for a particular post special knowledge, to deal with a special problems, is required, the Government may in addition to the basic qualifications, prescribe appropriate qualifications for such a post.

Provided that in the case of persons who have been working as inspectors under the Act at commencement of these rules, the Government may, subject to such conditions as it may specify exempt such persons from the provisions of this Rule

Rule Prescribed under sub-section 4 or Sec: 10.

16. Duties of Certifying Surgeons:—(1) For the purpose of the examination and certification of young persons who wish to obtain certificates of fitness, the Certifying Surgeon shall arrange a suitable time and place for the attendance of such persons and shall give previous notice in writing of such arrangements to the Managers of Factories situated within the local limits assigned to him.

(2) The Certifying Surgeon shall issue his certificates in Form No. 6. The foil and counterfoil shall be filed in and the left thumb mark of the person in whose name the certificate is granted shall be taken on them. On being satisfied as the correctness of the entries made therein and of the fitness of the person examined, he shall sign the foil and initial the counterfoil and shall deliver the foil to the person in whose name the certificate is granted. The foil so delivered shall be the certificate of fitness granted under section 69. All counterfoils shall be kept by the Certifying Surgeon for a period of at least 2 years after the issue of the certificate.

(3) The Certifying Surgeon shall, upon request by the Chief Inspector, carry out such examination and furnished him with such reports as he may indicate, for any factory or class or description of factories where:—

- (a) cases of illness have occurred which it is reasonable to believe are due to the nature of the manufacturing process carried on, or other conditions of work prevailing therein, or
- (b) by reason of any change in the manufacturing process carried on, or in the substances used therein, or by reason of the adoption of any new manufacturing process or of any new substances of use in a manufacturing process, there is a likelihood of injury to the health of workers employed in that manufacturing process, or
- (c) young persons are, or are about to be, employed in any work which is likely to cause injury to their health.

(4) For the purpose of the examination of persons employed in process covered by the Rules relating to the Dangerous Operations the Certifying Surgeon shall visit the factories within the local limits assigned to him at such intervals as are prescribed by the Rules relating to such Dangerous Operations.

(5) At such visits the Certifying Surgeon shall examine the persons employed in such process and shall record the results of his examination in a Register known as the Health Register in Form No. which shall be kept by the Factory Manager and produced to the Certifying Surgeon at each visit.

(6) If the Certifying Surgeon finds as a result of his examination that any person employed in such process is no longer fit for medical reasons to work in that process, he shall suspend such person from working in that process for such time as he may think fit and no person after suspension shall be employed in that process without the written sanction of the Certifying Surgeon in the Health Register.

(7) The Manager of a Factory shall afford to the Certifying Surgeon facilities to inspect any process in which any person is employed or is likely to be employed.

(8) The Manager of a Factory shall provide for the purpose of any medical examination which the Certifying Surgeon wishes to conduct at the factory (for his exclusive use on the occasion of an examination) a room which shall be properly cleaned and adequately ventilated and lighted and furnished with a screen, a table (with writing materials) and chairs.

CHAPTER III

HEALTH

Exemption under sub-section (2) of section 11

17. Cleanliness of Walls and Ceilings.—Clause (d) of sub-section (1) of Section 11 of the Act shall not apply to the class or description of factories or parts of factories specified in the Schedule hereto:

Provided that they are kept in a clean state by washing, sweeping, brushing, dusting, vacuum cleaning or other effective means:

Provided further that the said clause (d) shall continue to apply:

- (i) as respects factories or parts of factories specified in Part A of the said Schedule, to work-rooms in which the amount of cubic space allowed for every person employed in the room is less than 14 Cubic Metre;
- (ii) as respects factories or parts of factories specified in Part B of the said Schedule to work-rooms in which the amount of cubic space allowed for every person employed in the room is less than 71 Cubic Metre;
- (iii) to engine-houses, fitting-shops, lunch-rooms, canteens, shelters, creches, cloak rooms, rest rooms and wash place; and
- (iv) to such parts of walls, sides and tops of passages and staircases as are less than 6 Metre above the floor or stair.

(2) If it appears to the Chief Inspector that any part of a factory, to which by virtue of sub-rule (1) any of the provisions of the said Clause (d) do not apply, or apply as varied by sub-rule (1), is not being kept in a clean state he may by written notice require the occupier to white wash or colour wash, wash paint or varnish the same, and in the event of the occupier failing to comply with such requisition within two months from the date of notice, sub-rule (1) shall cease to apply to such part of factory, unless the Chief Inspector otherwise determines.

SCHEDULE

PART A

- | | |
|---------------------------|--|
| (a) Blast-furnaces; | (e) Brick and tile works in which unglazed bricks or tiles are made. |
| (b) Cement works; | (f) Chemical works. |
| (c) Copper mills; | (g) Gas works. |
| (d) Iron and steel Mills; | (h) Stone, slate and marble works. |

The following parts of factories:—

Rooms used only for the storage of articles. Rooms in which the walls or ceilings consist of galvanised iron glazed bricks, glass, slate, asbestos, bamboo, thatch.

Parts in which dense steam is continuously evolved in the process.

Parts in which pitch, tar or like material is manufactured or is used to a substantial extent, except in brush works. The parts of a glass factory known as the glass house. Rooms in which graphite is manufactured or is used to a substantial extent in any process.

Parts of walls, partitions, ceilings or tops of rooms which are at least 6.1 Metre above the floor.

Parts in which coal, coke, oxide of iron, chre, lime or stone is crushed or ground.

Ceilings or tops of rooms in print works, bleach works or dye works, with the exception of finishing rooms or warehouses.
 Inside walls of oil mills below a height of 1.5 Metre from the ground floor level.
 Inside walls in tanneries below a height of 1.5 Metre from ground floor level where a wet process is carried on.

PART B

- (a) Coach and Motor body work.
- (b) Engineering works.
- (c) Foundries other than foundries in which brass casting is carried on.
- (d) Gun factories.
- (e) Electric generating or transforming stations.
- (f) Factories in which sugar is refined or manufactured.
- (g) Shipbuilding works.

Those parts of factories where unpainted or unvarnished wood is manufactured.

REGISTER PRESCRIBED UNDER SUB-SECTION (1) OF SECTION 11

18. Record of white washing, etc.—The record of dates of which white washing, colour washing, varnishing, etc., are carried out shall be entered in a Register maintained in Form B.

RULE PRESCRIBED UNDER SUB-SECTION (2) OF SEC. 12

19. Disposal of trade wastes and effluents:—In the case of a factory where the drainage system is proposed to be connected to the public sewerage system, prior approval of the arrangements made shall be obtained from the local authority.

(2) In the case of a factory situated in a place where no public sewerage system exists, prior approval of the arrangements made for the disposal of trade wastes and effluents shall be obtained from the Public Health Authorities or such authority as the Chief Commissioner may appoint in this behalf.

RULE 20 TO 30 PRESCRIBED UNDER SUB-SECTION (1) OF SEC. 15

20. When Artificial Humidification not allowed:—There shall be no artificial humidification in any room of a cotton spinning or weaving factory:—

- (a) by the use of steam during any period when the dry bulb temperature of that room exceeds 85 degrees;
- (b) at any time when the wet bulb reading of the hygrometer is higher than that specified in the following Schedule in relation to the dry bulb reading of the hygrometer at that time; or as regards a dry bulb reading intermediate between any dry bulb reading indicated consecutively in the schedule when the dry bulb reading does not exceed the wet bulb reading to the extent indicated in relation to the lower of these two dry bulb readings:—

SCHEDULE

Dry Bulb	Wet Bulb	Dry Bulb	Wet Bulb	Dry Bulb	Wet Bulb
60.0	53.0	77.0	75.0	94.0	86.0
61.0	54.0	78.0	76.0	95.0	87.0
62.0	55.0	79.0	77.0	96.0	87.5
63.0	56.0	80.0	78.0	97.0	88.0
64.0	57.0	81.0	79.0	98.0	88.5
65.0	58.0	82.0	80.0	99.0	89.0
66.0	59.0	83.0	80.5	100.0	89.5
67.0	60.0	84.0	81.0	101.0	90.0
68.0	61.0	85.0	82.0	102.0	90.0
69.0	62.0	86.0	82.5	103.0	90.5
70.0	63.0	87.0	83.0	104.0	90.5
71.0	64.0	88.0	83.5	105.0	91.0
72.0	65.0	89.0	84.0	106.0	91.0
73.0	66.0	90.0	84.5	107.0	91.5
74.0	67.0	91.0	85.0	108.0	91.5
75.0	68.0	92.0	85.5	109.0	92.0
76.0	69.0	93.0	86.0	110.0	92.0

Provided however, that clause (b) shall not apply when the difference between the wet bulb temperature as indicated by the hygrometer in the department concerned and the wet bulb temperature taken with a hygrometer outside in the shade is less than 3.5 degrees.

21. Provision of Hygrometer:—In all departments of cotton spinning and weaving mills wherein artificial humidification is adopted, hygrometers shall be provided and maintained in such positions as are approved by the Inspector. The number of hygrometers shall be regulated according to the following scale.

- (a) Weaving department:—One hygrometer for departments with less than 500 looms, and one additional Hygrometer for every 500 or part of 500 looms in excess of 500.
- (b) Other departments:—Hygrometer for each room of less than 8490 cubic Metre capacity and one extra hygrometer for each 5660 cubic meter or part thereof in excess of this.
- (c) One additional hygrometer shall be provided and maintained outside each cotton spinning and weaving factory wherein artificial humidification is adopted, and in a position approved by the Inspector, for taking hygrometer shade readings.

22. Exemption from maintenance of hygrometers:—When the Inspector is satisfied that the limits of humidity allowed by the schedule to Rule 20 are never exceeded, he may for any department other than the weaving department, grant exemption from the maintenance of the hygrometer. The Inspector shall record such exemption in writing.

23. Copy of Schedule to Rule 20 shall be affixed near every hygrometer:—A legible copy to the Schedule to Rule 20 shall be affixed near each hygrometer.

24. Temperature to be recorded at each hygrometer:—At each hygrometer maintained in accordance with Rule 21 correct wet and dry bulb temperatures shall be recorded thrice daily during each working day by competent persons nominated by the Manager and approved by the Inspector. The temperature shall be taken between 7 a. m. and 9 a. m. between 11 a. m. and 2 p. m. (but not in the rest interval) and between 4 p. m. and 5:30 p. m. in exceptional circumstances, such additional readings and between such hours as the Inspector may specify shall be taken. The temperatures shall be entered in a Humidity Register in the prescribed Form 9, maintained in the Factory. At the end of each month the persons who have taken the readings shall sign the Register and certify the correctness of the entries. The Register shall always be available for inspection by the Inspector.

25. Specifications of Hygrometer:—(1) Each hygrometer shall comprise two mercurial thermometers of wet bulb and dry bulb of similar construction, and equal in dimensions, scale and division of scale. They shall be mounted on a frame with a suitable reservoir containing water.

(2) The wet bulb shall be closely covered with a single layer of muslin, kept wet by means of a wick attached to it and dropping into the water in the reservoir. The muslin covering and the wick shall be suitable for the purpose, clean and free from size or grease.

(3) No part of the wet bulb shall be within 7.5 cm from the dry bulb or less than 2.5 cm from the surface of the water in the reservoir and the water reservoir shall be below it, on the side of it away from the dry bulb.

(4) The bulb shall be spherical and of suitable dimensions and shall be freely exposed on all side to the air of the room.

(5) The bores of the stems shall be such that the position of the top of the mercury column shall be readily distinguishable at a distance of 61 cm.

(6) Each thermometer shall be graduated so that accurate readings may be taken between 50 and 120 degree.

(7) Every degree from 50 degrees upto 120 degrees shall be clearly marked by horizontal lines on the stem, each fifth and tenth degree shall be marked by longer marks than the intermediate degrees and the temperature marked opposite each tenth degree is 50, 60, 70, 80, 90, 100, 110 and 120.

(8) The markings as above shall be accurate that is to say, at no temperature between 50 and 120 degrees shall the indicated readings, be in error by more than two tenths of a degree.

(9) A distinctive number shall be indelibly marked upon the thermometer.

(10) The accuracy of each thermometer shall be certified by the National Physical Laboratory, London, or some competent authority appointed by the Chief Inspector and such certificates shall be attached to the Humidity Register.

26. Thermometers to be maintained in efficient order:—Each thermometer shall be maintained at all times during the period of employment in efficient working order, so as to give accurate indications and in particular:—

- (a) the wick and the muslin covering of the wet bulb shall be renewed once a week;
- (b) the reservoir shall be filled with water, which shall be completely renewed once a day. The Chief Inspector may direct the use of distilled water or pure rain water in any particular mill or mills in certain localities;
- (c) no water shall be applied directly to the wick or covering during the period of employment.

27. An inaccurate thermometer not to be used without fresh certificate:—If an Inspector gives notice in writing that a thermometer is not accurate it shall not, after one month from the date of such notice, be deemed to be accurate unless and until it has been re-examined as prescribed and a fresh certificate obtained which certificate shall be kept attached to the Humidity Register.

28. Hygrometer not to be affixed to wall, etc. unless protected by wood:—(1) No hygrometer shall be affixed to a wall pillar or other surface unless protected therefrom by wood or other non-conducting material at least 1.27 cm. in thickness and distant at least 2.5 cm. from the bulb of each thermometer.

(2) No hygrometer shall be fixed at a height of more than 16.8 Decimetre from the floor to the top of thermometer stem or in the direct draughts from a fan, window or ventilating opening.

29. No reading to be taken within 15 minutes of renewal of water:—No reading shall be taken for record on any hygrometer within 15 minutes of the renewal of water in the reservoir.

30. How to introduce steam for humidification :—In any room in which steam pipes are used for the introduction of steam for the purpose of artificial humidification of the air the following provisions shall apply :—

- (a) The diameter of such pipe shall not exceed 5 c.m. and in the case of pipes installed after 1st January 1949 the diameter shall not exceed 2.5 centimeter ;
- (b) Such pipe shall be as short as is reasonably practicable ;
- (c) All hangers supporting such pipes shall be separated from the bare pipes by an efficient insulator not less than 1.27 c.m. in thickness ;
- (d) No uncovered jet from such pipe shall project more than 11.27 c.m. beyond the outer surface of any cover ;
- (e) The steam pressure shall be as low as practicable and shall not exceed 4.92149 kg. per square centimetre.
- (f) The pipe employed for the introduction of steam into the air in a department shall be effectively covered with such non conducting material, as may be approved by the Inspector in order to minimise the amount of heat radiated by them into the department.

Rule 31 to 35 prescribed under sub-section (4) of section 7

31. LIGHTING :—Application and Commencement :—(1) Subject as in these rules provided, rules 31 to 33 shall apply to factories in which persons are being regularly employed in a manufacturing process or processes for more than 48 hours a week, or in shifts, provided that nothing in these rules shall be deemed to require the provision of lighting of a specified standard in any building or structure so constructed that, in the opinion of the Chief Inspector, it would not be reasonably practicable to with such requirement.

(2) Rules 31 to 35 shall come into force, in respect of any class or description of factories, on such date as the Chief Commissioner may, by Notification in the official gazette, appoint in this behalf.

32. Lighting of Interior Parts :—(1) The general illumination over those interior parts of a factory where persons are regularly employed shall be not less than 3 foot candles measured in the horizontal plane at a level of 90 c. m. above the floor :

Provided that in any such parts in which the mounting height of the light source for general illumination necessarily exceeds 7.6 metre measured from the floor or where the structure of the room or the position or construction of the fixed machinery or plant prevents the uniform attainment of this standard, the general illumination at the said level shall be not less than 1 foot candle and where work is actually being done the illumination shall be not less than 3 foot candles.

(2) The illumination over all other interior parts of the factory over which persons employed pass shall when and where a person is passing, be not less than 0.5 foot candle at floor level.

(3) The standard specified in this Rule shall be without prejudice to the provisions of any additional illumination required to render lighting sufficient and suitable for the nature of the work.

33. Prevention of Glare :— (1) Where any source of artificial light in the factory is less than 5 metre above floor level, no part of the light source or of the lighting fitting having a brightness greater than 10 candles per square inch shall be visible to persons whilst normally employed within 30.5 metre of the source, except where the angle of elevation from eye to the source or part of the fitting as the case may be, exceeds 20 degrees.

(2) Any local light that is to say an artificial light designed to illuminate particularly the area or part of the area of work of a single operative or small group of operatives working near each other, shall be provided with a suitable shade of opaque material to prevent glare or with other effective means by which the light source is completely screened from the eyes of every person employed at the normal working place, or shall be so placed to such that no such person is exposed to glare therefrom.

34. Power of Chief Inspector to Exempt :—Where the Chief Inspector is satisfied in respect of any particular factory or part thereof or in respect of any description of workroom or process that any requirement of Rules 31 to 33 is inappropriate or is not reasonably practicable, he may by order in writing exempt the factory or part thereof, or description of workroom or process from such requirement to such extent and subject to conditions as he may specify.

35. Exemption From Rule 32 :—(1) Nothing in Rule 32 shall apply to the parts of factories specified in Part I of the Schedule annexed hereto.

(2) Nothing in sub-rule (1) of Rule 32 shall apply to the factories or parts of factories, respectively specified in Part II of the said Schedule.

SCHEDULE

PART I

Parts of factories in which light sensitive photographic materials are made or used in an exposed condition.

PART II

Cement Works

Works for the crushing and grinding of limestone.

Gas works. Coke oven works.

Electrical stations. Flour mills.

Melting and breweries.

Parts of factories in which the following processes are carried on.

Concrete or artificial stone making.

Conversion of iron into steel.

Smelting of iron ore.

Hot rolling or forging, tempering or annealing of metals.

Glass blowing and other working in molten glass.

Tar distilling.

Petroleum refining and blending.

RULES 30 to 41 PRESCRIBED UNDER SUB-SECTION (4) OF SEC: 18.

36. Quantity of Drinking Water:—The quantity of drinking water to be provided for the workers in every factory shall be at least as many litre a day as there are workers employed in the factory and such drinking water shall be readily available at all time during working hours.

37. Source of Supply:—The water provided for drinking shall be supplied—

(a) from the taps connected with a public water supply system, or

(b) from any other source approved in writing by the Health Officer.

38. Storage of Water:—If drinking water is not supplied from taps connected with a public water supply system it shall be kept in suitable vessels and renewed at least daily. All practicable steps shall be taken to preserve the water and vessels from contamination and to keep the vessels scrupulously clean.

39. Cleanliness of Well or Reservoir:—(1) Drinking water shall not be supplied from any open well or reservoir unless it is so constructed, situated, protected and maintained as to be free from the possibility of pollution by chemical, or bacterial and extraneous impurities.

(2) Where drinking water supplied from such well or reservoir the water in it shall be sterilised once a week or more frequently if the Inspector by written order so requires, and the date on which sterilising is carried out shall be recorded:

Provided that this requirement shall not apply to any such well or reservoir if the water therein is filtered and treated to the satisfaction of the Health Officer before it is supplied for consumption.

40. Report from Health Officer:—The Inspector may by order in writing direct the Manager to obtain at such time or at such intervals as he may direct, a report from the Health Officer as to the fitness for human consumption of the water supplied to the workers, and in every case to submit to Inspector a copy of such report as soon as it is received from the Health Officer.

41. Cooling of Water:—In every factory wherein more than two hundred and fifty workers are ordinarily employed—

(a) the drinking water supplied to the workers shall from the 1st December to the 31st May in every year, be cooled by ice or other effective method:

Provided that if ice is placed in the drinking water the ice shall be clean and wholesome and shall be obtained only from a source approved in writing by the Health Officer.

(b) the cooled drinking water shall be supplied in every canteen, lunch room and rest room and also at conveniently accessible points throughout the factory which for the purpose of these Rules shall be called "Water Centres";

(c) the water centres shall be sheltered from the weather and adequately drained;

(d) the number of water centres to be provided shall be one 'centre' for every 350 persons employed at any one time in the factory:

Provided that in the case of a factory where the number of persons employed exceeds 500 shall be sufficient if there is one such "centre" as aforesaid for every 150 persons up to the first 50 and one for every 500 persons thereafter;

- (e) every water centre shall be maintained in a clean and orderly condition;
- (f) every water centre shall be in charge of a suitable person who shall distribute the water. Such persons shall be provided with clean clothes on duty.

Clause (f) shall not apply to any factory in which suitable mechanically operated driping water refrigerating units are installed to the satisfaction of the Chief Inspector.

RULES 42 TO 51 PRESCRIBED UNDER SUB-SECTION (3) OF SEC. 19

42. Latrine Accommodation :—Latrine accommodation shall be provided in every factory on the following scale :—

- (a) Where females are employed there shall be at least one latrine for every 25 females ;
- (b) Where males are employed, there shall be at least one latrine for every 25 males, provided that, where the number of males employed exceeds 100, it shall be sufficient if there is one latrine for every 25 males up to the first 100, and one for every 50 thereafter.

In calculating the number of latrines required under this rule any odd number of workers less than 25 or 50, as the case may be, shall be reckoned as 25 or 50.

43. Latrines to Conform to Public Health Requirements : Latrines other than those connected with an efficient water borne sewage system shall comply with the requirements of the Public Health Authorities.

44. Privacy of Latrines :—Every latrine shall be under cover and so partitioned off as to secure privacy and shall have a proper door and fastenings.

45. Sign Boards to be Displayed : Where workers of both sexes are employed there shall be displayed outside each latrine block a notice in the language understood by the majority of the workers, "For Men Only" or "For Women Only" as the case may be. The notice shall also bear the figure of a man or of a woman as the case may be.

46. Urinal Accommodation :—Urinal accommodation shall be provided for the use of male workers and shall not be less than 61 c. m. in length for every 50 males provided that where the number of males employed exceeds 500, it shall be sufficient if there is one urinal for every 50 males up to the first 500 employed, and one for every 100 thereafter. Where women are employed separated urinal accommodation shall be provided for them on the same scale as mentioned above.

In calculating the urinal accommodation required under the Rules any odd number of workers less than 50 or 100, as the case may be, shall be reckoned as 50 or 100.

47. Urinals to Conform to Public Health Requirements :—Urinals other than those connected with an efficient water-borne sewage system, and urinals in a factory wherein more than two hundred and fifty workers are ordinarily employed shall comply with the requirements of the Public Health Authorities.

48. Certain Latrines and Urinals To Be Connected To Sewerage System :—When any general system of underground sewerage with an assured water supply for any particular locality is provided in a municipality, all latrines and urinals of a factory situated in such locality shall, if the factory is situated within 30.5 meter of an existing sewer, be connected with the sewerage entered in the system.

49. White Washing, Colour-Washing Of Latrines And Urinals :—The ceiling, walls and partitions of every latrine and urinal shall be white washed or colour washed and the white washing or colour washing shall be repeated at least once in every period of four months. The dates on which the white washing or colour washing is carried out shall be entered in the prescribed Register (Form No. 8) :

Provided that this rule shall not apply to latrines and urinals the walls, ceilings or partitions of which are laid in glazed tiles or otherwise finished to provide a smooth, polished impervious surface and that they are washed with suitable detergent and disinfectants at least once in every period of four months.

50. Construction and Maintenance of Drains :—All drains carrying waste or sullage water shall be constructed in masonry or other impermeable material and shall be regularly flushed and the fluent disposed of by connecting such drain with a suitable drainage line :

Provided that where there is no such drainage line the effluent shall be deodorized and rendered innocuous and then disposed of in a suitable manner to the satisfaction of the Health Officer.

51. Water Taps In Latrines:—Where piped water supply is available a sufficient number of water taps, conveniently accessible shall be provided in or near such latrine accommodation. Where there is no continuous supply of water, water cisterns with cans should be provided for washing purposes.

RULES 52 TO 54 PRESCRIBED UNDER SUB-SEC. (2) OF SEC. 20

52. Number and Location of Spittoons:—The number and location of the spittoon to be provided shall be to the satisfaction of the Inspector.

53. Type of Spittoons:—The spittoons shall be of either of the following types:—

- (a) a galvanized iron container with a conical funnel-shaped cover. A layer of suitable disinfectant liquid shall always be maintained in the container;
- (b) a container filled with dry, clean sand and covered with layer of bleaching powder;
- (c) any other type approved by the Chief Inspector.

54. Cleaning of Spittoons:—The spittoon mentioned in Clause (a) of Rule 53 shall be emptied, cleaned and disinfected at least once every day, and the spittoon mentioned in Clause (b) of Rule 53 shall be cleaned by scrubbing out the top layer of sand as often as necessary or at least once every day.

CHAPTER IV

SAFETY

Further precautions prescribed under sub-section (2) of Sec. 21.

55. Further Safety Precautions: (1) Without prejudice to the provisions of sub-section (1) of section 21 in regard to the fencing of machines the further precautions specified in the Schedules annexed hereto shall apply to the machines noted in each Schedule.

(2) This Rule shall come into force, in respect of any class or description of factories, where machines noted in the said Schedules are in use, on such dates as the Chief Commissioner, may, by notification in the official gazette appoint in this behalf.
Register prescribed under Section 22 (1).

56. The Register for recording the names of specially trained adult male workers shall be in Form No. 10.

SCHEDULE I

WOOD WORKING MACHINERY

1. Definitions:—For the purposes of this Schedule:—

- (a) 'Wood working machine' means a circular saw, band saw, planing machine, chain mortising machine or vertical spindle moulding machine operating on wood or cork.
- (b) 'Circular saw' means a circular saw working in a bench (including a rack bench) but does not include a pendulum or similar saw which is moved towards the wood for the purpose of cutting operation.
- (c) 'Band saw' means a band saw, the cutting portion of which runs in a vertical direction but does not include a log saw or band resawing machine.
- (d) 'Planing machine' means a machine for overhand planing or for thicknessing or for both operations.

2. Stopping and Starting Device:—An efficient stopping and starting device shall be provided for every wood working machine. The control of this device shall be in such a position as to be readily and conveniently operated by the person in charge of the machine.

3. Space Around Machines:—The space surrounding every wood working machine in motion shall be kept free from obstruction.

4. Floors:—The floor surrounding every wood working machine shall be maintained in good and level condition, and shall not be allowed to become slippery and as far as practicable shall be kept free from chips or other loose material.

5. Training and Supervision:—(1) No person shall be employed at wood working machine unless he has been sufficiently trained to work that class of machine, or unless he works under the adequate supervision of person who has through knowledge of the working of the machine.

(2) A person who is being trained to work a wood-working machine shall be fully and carefully instructed as to the dangers of the machine and the precautions to be observed to secure safe working of the machine.

6. Circular Saws:—Every circular saw shall be fenced as follows:—

- (a) Behind and in direct line with the saw there shall be a riving knife, which shall have a smooth surface shall be strong, rigid and easily adjustable and shall also conform to the following conditions:—
 - (i) The edge of the knife nearer the saw shall form an arc of a circle having a radius not exceeding the radius of the largest saw used on the bench.
 - (ii) The knife shall be maintained as close as practicable to the saw, having regard to the nature of the work being done at the time, and at the level of the bench table the distance between the front edge of the knife and the teeth of the saw shall not exceed 1.27 centimetre.
 - (iii) For a saw of diameter of less than 61 centimetre the knife shall extend upwards from the bench table to within one inch of the top of the saw, and for a saw of a diameter of 61 Cm or over shall extend upwards from the bench table to a height of at least 23 Cm.
- (b) The top saw shall be covered by a strong and easily adjustable guard, with a flange at the side of the saw farthest from the fence. The guard shall be kept so adjusted that the said flange shall extend below the roots of the teeth of the saw. The guard shall extend from the top of the riving knife to a point as low as practicable at the cutting edge of the saw.
- (c) The part of the saw below the bench table shall be protected by two plates of metal or other suitable material one on each side of the saw such plates shall not be more than 15 centimetre apart and shall extend from the axis of the saw outwards to a distance of not less than 5 cm. beyond the teeth of the saw. Metal plates, if not headed shall be of a thickness of at least 2.54 mm. or if headed be of a thickness of at least 1.27 mm.

7. Push Sticks:—A push stick or other suitable appliance shall be provided for use at every circular saw and at every vertical spindle moulding machine to enable the work to be done without unnecessary risk.

8. Band Saws :—Every band saw shall be guarded as follows :—

- (a) Both sides of the bottom pulley shall be completely encased by sheet or expanded metal or other suitable material.
- (b) The front of the top pulley shall be covered with sheet or expanded metal or other suitable material.
- (c) All portions of the blade shall be enclosed or otherwise securely guarded except the portion of the blade between the bench table and the top guide.

9. Planing Machines :—(1) A planing machine (other than a planing machine which is mechanically fed) shall not be used for overhand planing unless it is fitted with a cylindrical cutting block.

(2) Every planing machine used for overhand planing shall be provided with bridge guard capable of covering the full length and breadth of the cutting slot in the bench, and so constructed as to be easily adjusted both in a vertical and horizontal direction.

(3) The feed roller or every planing machine used for thicknessing except the combined machine for overhand planing and thicknessing, shall be provided with an efficient guard.

10. Vertical Spindle Moulding Machines :—(1) The cutter of every vertical spindle moulding machine shall be guarded by the most efficient guard having regard to the nature of the work being performed.

(2) The wood being moulded at a vertical spindle moulding machine shall if practicable, be held in a jig or holder of such construction as to reduce as far as possible the risk of accident to the worker.

11. Chain Mortising Machines :—The chain of every chain mortising machine shall be provided with a guard which shall enclose the cutters as far as practicable.

12. Adjustment and Maintenance of Guards :—The guards and other appliances required under this Schedule shall be:—

- (a) maintained in an efficient state;
- (b) constantly kept in position while the machinery is in motion; and
- (c) so adjusted as to enable the work to be done without unnecessary risk.

13. Exemptions :—Paragraphs 6, 8, 9, and 10 shall not apply to any wood working machine in respect of which it can be proved that other safeguards are provided, maintained and used which render the machine as safe as it would be if guarded in the manner prescribed in this Schedule.

SCHEDULE II

RUBBER MILLS

1. Installation of Machines :—Mills for breaking down, cracking, grating, mixing, refining and worming rubber or rubber compounds shall be so installed that the top of the front roll is not less than forty-six inches above the floor or working level.

2. Safety Devices :—(1) Rubber mills shall be equipped with :

(a) hoppers so constructed or guarded that it is impossible for the operators to come into contact in any manner with the nip of the roll;

(b) horizontal safety trip rods or tight wire cables across both front and rear, which will, when pushed or pulled, operate instantly to disconnect the power and apply the brakes or to reverse the rolls.

(2) Safety trip rods or tight wire cable on rubber mills shall extend across the entire length of the face of the rolls and shall be located not more than 175 Centimetre above the floor or working level.

(3) Safety-trip rods and tight wire cables on all rubber mills shall be examined and tested daily in the presence of the Manager or other responsible person and if any defect is disclosed by such examination and test the mill shall not be used until such defect has been remedied.

SCHEDULE III

SPECIAL RULE PRINTING PRESSES

In printing works every platen machine driven by power shall be fitted with an efficient finger guard and every guillotine machine, driven by power, with efficient knife guard.

RULE FRAMED UNDER SECTION 23 (2)

57. Employment of Young persons on Dangerous Machines :—The following machines shall be deemed to be of such dangerous character that young persons shall not work at them unless the provisions of Section 23 (1) are complied with :—

Power presses other than hydraulic presses, Milling machines used in the metal trades, Guillotine machines :

Circular saws ;

Platen printing machines

RULE FRAMED UNDER SECTION 28

58. (1) A register shall be opened with the following columns to record particulars of examination of hoists and lifts :—

(i) Date of examination.

(ii) Number of hoists and lifts.

(iii) Details of tests made.

(iv) Results of examination.

(v) Signature of examiner.

(vi) Designation and qualification of the examiner.

(2) Examination of Certain Hoists and Lifts :—In pursuance of the provisions of sub-section (4) of Section 28 in respect of any class or description of hoist or lift specified in the first column of the following Schedules the requirements of section 28 specified in the second column of the said schedule and set opposite to that class or description hoist or lift shall not apply.

SCHEDULE

Class or description of hoist or lift (1)	Requirement which shall not apply. (2)
Hoists or lifts mainly used for raising materials for charging blast furnaces or lime kilns.	Sub-section 1 (b) in so far as it requires a gate at the bottom landing; sub-section 1 (d); sub-section 1 (e).
Hoists not connected with mechanical power and which are not used for carrying person.	Sub-section 1 (b) in so far as it requires the hoists way or lift-way enclosure to be so constructed as to prevent any person or thing from being trapped between any part of the hoists or lift and any fixed structure or moving part; sub-section 1 (e).

RULES FRAMED UNDER SECTION 29 (2)

59. (1) No lifting machine and no chain, rope lifting tackle except a fibre rope or fiber-rope sling, shall be taken into use in any factory for the first time in that factory unless it has been tested and all parts have been thoroughly examined by a competent person and a certificate of such a test and examination specifying the safe working load or loads and signed by the person making the test and the examination, has been obtained and is kept available for inspection.

2. (a). Every jib-crane so constructed that the safe working load may be varied by the raising or lowering of the jib, shall have attached thereto either an automatic indicator of safe working loads or an automatic jib angle indicator and a table indicating the safe working load at corresponding inclinations of the jib or corresponding radii or load.

(b) A table showing the safe working loads of every kind and size of chain, rope or lifting tackle in use, and, in the case of a multiple sling, the safe working loads at different angles of the legs shall be posted in the store room or place where or in which the chains, ropes or lifting tackles are kept, and in prominent positions on the premises and no rope, chain or lifting tackle in the table shall be used. The foregoing provisions of this paragraph shall not apply in respect of any lifting tackle if the safe working load thereof, or in the case of a multiple sling, the safe working load at different angles of the legs, is plainly marked upon it.

(3) Particulars of register to be maintained under clause (a) (iii) of sub-section (1) of section 29 of the Act shall be:—

- (i) Name of occupier of factory.
- (ii) Address of the factory.
- (iii) Distinguishing number of mark, if any, and description sufficient to identify the lifting machine, chain, rope or the lifting tackle.
- (iv) Date when the lifting machine, chain, rope or lifting tackle was first taken into use in the factory.
- (v) Date and number of the certificate relating to any test and examination made under sub-rules (1) and (7) of this rule together with the name and address of the person who issued the certificate.
- (vi) Date of each periodical thorough examination made under clause (a) (iii) of sub-section (1) of section 29 of the Act and sub-rule 6 and by whom it was carried out.
- (vii) Date of annealing or other heat treatment of the chain and other lifting tackle made under sub-rule 5 and by whom it was carried out.
- (viii) Particulars of any defects affecting the safe working load found at any such thorough examination or after annealing and of the steps taken to remedy such defects.

The register shall be kept readily available for inspection.

(4) All rails on which a travelling crane move and every track on which the carriage of an transporter or runway moves shall be of proper size and adequate strength and have an even running surface and every such rail or track shall be properly laid, adequately supported and properly maintained.

(5) All chains and lifting tackle, except a rope sling shall unless they have been subjected to such other heat treatment as may be approved by the Chief Inspector of Factories by effectively annealed under the supervision of a competent person at the following intervals:—

- (i) All chains, slings, rings, hooks, shackles and swivels used in connection with molten metal or molten slag or when they are made of 1.27 Centimetre bar or smaller once atleast in every six months.
- (ii) All other chains, rings, hooks, shackles and swivels in general use once at least in every twelve months.

Provided that chains and lifting tackle not in frequent use shall, subject to the Chief Inspector's approval, be annealed only when necessary. Particulars of such annealing shall be entered in a register prescribed under sub-rule (3).

(6) Nothing in the foregoing sub-rule (5) shall apply to the following classes of chains and lifting tackles:—

- (i) Chains made of malleable cast iron.
- (ii) Plate link chains.
- (iii) Chains, rings, hooks, shackles and swivels made of steel or of any non-ferrous metal.
- (iv) Pitched chain, working on sprocket or pocketed wheels.
- (v) Rings, hooks, shackles and swivels permanently attached to pitched chains, pulley blocks or weighing machines.
- (vi) Hooks and swivels having screw threaded parts or ball bearing or other case hardened parts.
- (vii) Socket shackles secured to wire ropes by white metal capping.
- (viii) Bordeaux connections.

Such chains and lifting tackles shall be thoroughly examined by a competent person once at least in every twelve months, and particulars entered in the register kept in accordance with sub-rule (3).

(7) All lifting machines, chains, ropes and lifting tackle, except a fibre rope or fibre rope sling, which have been lengthened altered or repaired by welding or otherwise, shall, before being again taken into use be adequately re-tested and re-examined by a competent person and a certificate of such test and examination be obtained, and particulars entered in the register kept in accordance with sub-rule (3).

(8) No person under 18 year of age and no person who is not sufficiently competent and reliable shall be employed as driver of a lifting machine whether driven by mechanical power or otherwise, or to give signals to a driver.

60. Pressure Plant.—Rules framed under sub-section (2) of section 31.

(1) Every plant or machinery other than the working cylinders of prime movers used in a factory, and operated at a pressure greater than atmospheric pressure, shall be:—

- (a) of good construction, sound material, adequate strength, and free from any patent defect.

- (b) properly maintained in a safe condition ;
 (c) fitted with—

- (i) a suitable safety valve or other effective device to ensure that the maximum permissible working pressure of the vessel shall not be exceeded ;
- (ii) a suitable pressure gauge easily visible and designed to show, at all times, the correct internal pressure in lbs. per square inch, and marked with a prominent red mark at the safe working pressure of the vessel ;
- (iii) a suitable stop valve or valves by which the vessel may be isolated from other vessels or source of supply of pressure ;
- (iv) a suitable drain cock or valve at the lowest part of the vessel for the discharge of condensed liquid ;

- (d) thoroughly examined by a competent person:—

- (i) externally, once in every period of six months, to ensure general condition of the vessel and the working of its fittings; and
- (ii) internally, once in every period of twelve months, to ensure condition of the walls, seams and laps, both inside and outside the vessel, soundness of the parts of the vessel, and the effects of corrosion. If by reason of construction of the vessel, a through internal examination is not possible this examination may be replaced by a hydraulic test which shall be carried out once in every two year.

Provided that in the case of the vessel in continuous processes which cannot be frequently opened, the period of internal examination may be extended to four year.

- (iii) hydraulically tested at intervals of not more than four year provided that in respect of pressure vessels with thin wall such as sizing cylinders made of copper or any other non-ferrous metal periodic hydrolic test may be dispensed with on the condition that the requirements laid down in clause (2) are fulfilled ;

Provided that it shall be sufficient for the purposes of clause (c) if the safety valve, pressure gauge and stop valve are mounted on a pipe line immediately adjacent to the vessel and where there is a range of two or more similar vessels in a plant, served by the same pressure load, only one set of such mountings need be fitted provided they cannot be isolated.

2. (a) In respect of pressure vessels of thin walls such as sizing cylinders made of copper or any other non-ferrous metal the safe working pressure shall be reduced at the rate of 5 percent of the original working pressure for every of its use after the first five year and no such cylinder shall be continued to be used more than twenty years after it was first taken into use.

- (b) If no information regarding the date of construction, thickness of walls and safe working pressure is available, the age of the sizing cylinder shall be determined by the competent person in consultation with the Chief Inspector from any other particulars available with the Manager.

- (c) Every new and second hand cylinder of thin walls to which repairs, which may affect its safety, have been carried out, shall be tested before use to at least one and a half times its working pressure.

(3) Every vessel other than part of a prime mover operated at a pressure greater than atmospheric pressure, and not so constructed as to withstand with safety the maximum permissible working pressure at the source of supply, or the maximum pressure which can be obtained in the pipe connecting the vessel with any other source of supply shall be fitted with a suitable reducing valve or other suitable automatic device to prevent the safe working pressure of the vessel being exceeded.

(4) In cases owing to the nature of the process or the action of the contents of the vessel, a pressure gauge or safety valve or both cannot work reliably, a tested and reliable working thermometer with a sufficiently large scale, on which shall be clearly marked the maximum permissible temperature in the vessel or pyrometers or rupture discs in addition to the pressure gauge and safety valve may be fitted as may be directed by the Chief Inspector.

(5) If during thorough examination doubt arise as to the ability of vessel to work safely, until next examination provided for in these rules then the competent person shall enter in the register prescribed a reasoned statement, to authorise the vessel for further work subject to a lowering of pressure or to more frequent inspection or subject to both of these requirements.

(6) No vessel which has undergone alterations or repairs shall be taken into use unless it is thoroughly examined by a competent person.

(7) A report of the result of every examination made shall be completed in the prescribed Form No. 11 and signed by the person making the examination, and shall be kept available for perusal by an Inspector at any time while the vessel is in service.

(8) No vessel which has previously been used shall be taken into use in any factory for the first time in the factory until it has been examined and reported in accordance with these rules and no new vessel shall be taken into use unless there has been obtained from the maker of the vessel, or from a competent person, a certificate specifying the maximum permissible working pressure thereof, and stating the nature of tests to which the vessel and its fittings (if any) have been subjected, and the certificate is kept available for perusal by an Inspector, and the vessel to which the certificate relates is so marked as to enable it to be identified.

(9) Where the report of any examination under this rule specifies conditions for securing the safe working of a vessel, that vessel shall not be used except in accordance with those conditions.

(10) The competent person making the report of any examination under this rule shall within 7 days of the completion of the examination, and send to the inspector a copy of the report in every case where the maximum permissible working pressure is reduced, or the examination shows that the part cannot continue to be used with safety unless certain repairs are carried out immediately or within a specified time.

(11) The requirements of this shall be in addition to and not in derogation of the requirements of any other Act; rules or regulations.

(12) Nothing in this rule shall apply to:—

- (a) any vessels which come within the scope of the Indian Boiler's Act, 1923;
- (b) metal bottles or cylinders used for the storage or transport of compressed gases or liquified or dissolved gases under pressure.

(13) The Chief Inspector may exempt, stipulating such conditions as he may consider necessary any or all pressure vessel from any or all the rules above if he has reason to believe that the construction or use of these vessels is such that the inspection provisions are not necessary or are not practicable.

Rule Prescribed Under Sub-Section (2) Of Section 34

61. Excessive Weights:—(1) No 4-A [adult male or] woman or young person shall, unaided by another person, lift, carry or move by hand or on head any material, article, tool or appliance exceeding the maximum limit in weight set out in the following Schedule.

SCHEDULE

Person	Maximum weight of material, article, tool or appliance
(a) Adult male	50 Kg.
(b) Adult female	30 "
(c) Adolescent male	30 "
(d) Adolescent female	25 "
(e) Male child	20 "
(f) Female child	15 "

(2) No woman or young person shall engage, in conjunction with others, in lifting, carrying or moving by hand or on head any material, article, tool or appliance, if the weight thereof exceeds the lowest weight fixed by the Schedule to sub-rule (1) for any of the persons engaged, multiplied by the number of the persons engaged.

Rule Prescribed Under Section 35

62. Protection of Eyes:—Effective screens or suitable goggles shall be provided for the protection of persons employed in or in the immediate vicinity of the following processes:—

- (a) The processes specified in Schedule I annexed hereto being processes which involve risk of injury to the eyes from particles or fragments thrown off in the course of the process.
- (b) The processes specified in Schedule II annexed hereto, being processes which involve risk of injury to the eyes by reason of exposure to excessive light [or infrared or ultra violet radiation].

SCHEDULE I

Dry grinding of metals or articles of metal applied by hand to revolving wheels or disc driven by mechanical power turning (external or internal) of non-ferrous metals or of cast iron, or articles of such iron where the work is done dry, other than a peison turning where the use of goggles or a screen would seriously interfere with the work or turning by means of hand tools.

Welding or cutting of metals means of an electric oxy-acetylene or similar process.

Fettling of metal involving the removal of metal.

Cutting out or cutting off cold rivets or bolts from boilers or other plant or from ships.

Chipping or scaling of boilers or ship plates.

Breaking or dressing of stone concrete or slag.

SCHEDULE II

- 4 C. [1. Welding or cutting of metals by means of an electrical, oxy-acetylene or similar process.
- 2. All work in furnaces where there is risk of exposure to excessive light or infra-red radiations.
- 3. Process such as rolling, casting or forging of metals where there is risk of exposure to excessive light or infra-radiations.
- 4. Any other process where there is a risk of injury to eyes from exposure to excessive light or ultraviolet infra-red radiations].

Rule Prescribed Under Sub-Section (6) Of Section 36

63. Minimum Dimensions of Manholes :—Every chamber, tank, vat, pipe, flue or other confined space which persons may have to enter and which may contain dangerous fumes to such an extent as to involve risk of the persons being overcome thereby, shall, unless there is other effective means of egress, be provided with a manhole which may be rectangular, oval or circular in shape and which shall :—
 (a) in the case of a rectangular or oval shape be not less than 40 centimetre long and 30 centimetre wide;
 (b) in the case of a circular shape, be not less than 40 centimetre in diameter.

64. Exemptions :—The requirements of sub-section (4) of section 37 shall not apply to the following processes carried on in any factory :—

- (a) The operation of repairing a water-sealed gas-holder by the electric welding process, subject to the following conditions :
 - (i) The gas-holder shall contain only the following gases, separately or mixed at a pressure greater than atmospheric pressure, namely, town gas, coke oven gas, producer gas, blast furnace gas, or gases other than air used in their manufacture :

Provided that this exemption shall not apply to any gas-holder containing acetylene or mixture of gases to which acetylene has been added intentionally :

- (ii) Welding shall only be done by the electric welding process and shall be carried out by experienced operatives under the constant supervision of a competent person.
- (b) The operations of cutting or welding steel or wrought iron gas mains and services by the application of heat subject to the following conditions :
 - (i) The main or service shall be situated in the open air, and it shall contain only the following gases separately or mixed at a pressure greater than atmospheric pressure namely, town gas, coke oven gas, producer gas, blast furnace gas, or gases other than air, used in their manufacture ;
 - (ii) The main or service shall not contain acetylene or any gas or mixture of gases to which acetylene has been added intentionally ;
 - (iii) The operation shall be carried out by an experienced person or persons and at least 2 persons (including those carrying out the operation) experienced in work on gas mains and over 18 years of age shall be present during the operation ;
 - (iv) The site of the operation shall be free from any inflammable or explosive gas or vapour ;
 - (v) Where acetylene gas is used as a source heat in connection with an operation, it shall be compressed and contained in a porous substance in a cylinder ; and
 - (vi) Prior to the application of any flame to the gas main or service, this shall be pierced or drilled and the escaping gas ignited ;
- (c) The operation of repairing an oil tank on any ship by the electric welding process, subject to the following conditions :—
 - (i) The only oil contained in the tank shall have a flash point of not less than 150° F (close test) and a certificate to this effect shall be obtained from a competent analyst;
 - (ii) The analysis certificate shall be kept available for inspection by an inspector or by any person employed or working on the ship;
 - (iii) The welding operation shall be carried out only on the exterior surface of the tank at a place (a) which is free from oil or oil leakage inflammable quantities and (b) which is not less than one foot below the nearest part of the surface of the oil within the tank; and
 - (iv) Welding shall be done only by the electric welding and shall be carried out by experienced operatives under the constant supervision of competent person.

Rule prescribed under sub-section (1) of section 38.

65. Means of Escape in Case of Fire:— (1) Every factory shall be provided with adequate means of escape in case of fire for the persons employed therein, and without prejudice to the generality of the foregoing:—

- (a) Each room of a factory building shall, in relation to its size and the number of persons employed in it, be provided with an adequate number of exits for use in case of fire through not necessary confined to such use, so positioned that each person will have a reasonably free and unobstructed passage from his work place to an exit.
- (b) No exit intended for use in case of fire shall be less than 12 metre in width nor less than 2 metre in height.
- (c) In the case of a factory building or part of a factory building of more than one storey and in which not less than twenty persons work at any one time, there shall be provided at least one substantial stairway permanently constructed either inside or outside the building and which affords direct and unimpeded access to ground level.

- (d) In the case of a factory building or part of a factory building in which twenty or more persons work at any one time above the level of the ground floor, and wherein explosive or highly inflammable materials are used or stored, or which is situated below ground level, the means of escape shall include at least two separate and substantial stairways permanently constructed either inside or outside the building and which afford direct and unimpeded access to ground level.
- (e) Every stairway in a factory which affords a means of escape in case of fire shall be provided with a substantial handrail which if the stairway has an open side shall be on that side, and if the stairway has two open sides, such handrail shall be provided on both sides.

(2) In the case of buildings constructed or converted for use as a factory after 1st April, 1949 the following additional requirements shall apply:—

- (a) At least one of the stairway provided shall be of fire resisting materials.
- (b) Every hoist-way or lift way inside a factory building shall be completely enclosed with fire resisting materials and all means of access to the hoist or lift shall be fitted with doors of fire resisting materials.

Provided that any such hoist way or lift way shall be enclosed only at the top by some material easily broken by fire or be provided with a vent at the top.

- (c) No fire escape stair shall be constructed at an angle greater than 45° from the horizontal.
- (d) No part of a factory building shall be further (along the line of travel) than 45 metre from any fire escape stairs.
- (e) No stairway shall be less than 1.14 metre in width.

(3) Explanation:—For the purposes of this rule, fire resisting material means:—

- (a) Properly constructed brick-work not less than 12 cm in thickness, or
- (b) concrete not less than 7.5 centimetre in thickness in width.

Rule framed under section 38 (7)

66. Fire Fighting Apparatus and Water Supply:— (1) In every factory there shall be provided and maintained the following fire fighting equipment:

- (a) Two fire buckets of not less than 9 litres capacity for every 45 sq. 45 decimetre of floor area subject to a minimum of four buckets on each floor.
- (b) Every bucket provided under this sub-rule shall:—
- Conform to appropriate Indian Standards specifications
 - be kept in a position approved by the Inspector and shall be used for no other purpose than fire extinguishing, and,
 - at all times be kept full of water, except where the principle fire risk arises from inflammable liquid or other substances where water cannot be used. It shall be kept full of clean, fine dry sand, stone dust or other inert material.

Provided that where the Chief Inspector is of the opinion that in view of any other adequate fire fighting apparatus provided in the factory building or room the above requirements can be relaxed in any particular case he may issue a certificate in writing specifying the extent to which the above requirements are relaxed in respect of that building or room.

(2) In every factory adequate provision of water supply for fire fighting shall be made and where the amount of water required in gallons per minute, as calculated from the formula $A+B+C+D$ divided by 1000 is 545.5 litre or more power driven trailer pumps of adequate capacity to meet the requirements of water as calculated above shall be provided and maintained.

In the above formula:—

- A = the total area in sq. dm. of all floors including galleries in all building of the Factory;
- B = the total area sq. dm. of all floors and galleries including open spaces in which combustible materials are handled or stored;
- C = the total area in sq. dm. of all floors of all buildings other than those of fire resisting construction;
- D = the total area in sq. dm. of all buildings other than those of fire resisting construction.

Provided that in areas where the fire risk involved does not require use of water, such areas under B, C, or D, may for the purpose of calculation be halved.

Provided further that where the areas under B, C, or D, are protected by permanent automatic fire fighting installations approved by any fire association or fire insurance company, such areas may, for the purpose of all calculations be halved.

Provided also that where the factory is situated at not more than 2 miles from an established city or town fire service, the pumping capacity based on the amount of water arrived at by the formula above may be reduced by 25% but no account shall be taken of this reduction in calculating water supply required under the sub-rule (7).

(3) Each trailer pump shall be provided with equipment as per schedule A. Such equipment shall conform to Indian Standards specifications wherever they exist.

(4) Five men (inclusive of Driver/Operator) and one leader for each trailer pump adequately trained in fire fighting and in operation of trailer pumps shall be available during all times.

(5) Trailer pumps shall be housed in a separate shed/sheds which shall be sited close to the principal source of water supplies in the vicinity of the main risks of the Factory.

(6) In factories where the area is such as cannot be reached by main-hauling of trailer pumps within reasonable time, vehicles with towing attachment shall be provided at the scale of one for every four trailer pumps with a minimum of one such vehicle kept available at all times.

(7) Water supply shall be provided to give flow of water as required under sub-rule (2) for at least 100 minutes. At least 50% of this water supply or 454595 litre whichever is less shall be in the form static tanks of adequate capacities (not less than 45460 litre each) distributed round the factory with due regard to the potential fire risks in the factory. (Where piped supply is provided, the size of the mains shall not be less than 15.24 c.m. and it shall be capable of supplying minimum of 4546 litre per minute at a pressure of not less than 0.703 kg. per sq. centimetre).

(8) Fire fighting drills and practices by fire crew shall be held at least once a week and shall closely approximate to actual conditions of fire fighting including use of equipment.

(9) (a) In factories having more than 9290 sq. dm. floor area and water fire may occur due to combustible materials other than inflammable liquids, electrical equipment and ignitable metals, soda acid or equivalent type of portable extinguishers at the rate of one for every 46450 sq. dm. of area spaced at not more than 30.5 metre apart subject to a minimum of one extinguisher shall be provided in addition to fire buckets required under sub-rule (1).

(b) In factories where fires may occur due to inflammable liquids or grease or paint the extinguishers to be provided at the scale laid down in clause (a) shall consist of foam, carbon tetrachloride, dry powder, carbondioxide, Chlorobrome methane or other equivalent type.

(c) In factories where fires may occur due to electrical equipment, the extinguisher to be provided at the scale laid down in clause (a) shall consist of carbondioxide, dry powder, carbon tetrachloride or equivalent types.

(d) In factories where fires may occur due to magnesium, aluminium or zinc dust or shavings of other ignitable metals the use of liquids, carbondioxide and foam type extinguishers shall be prohibited and an ample supply of clean, fine, dry sand, stone dust or other inert material shall be kept ready for segregating such fires.

(e) Every type of portable fire extinguisher shall be kept mounted in a position approved by the inspector.

Provided that where the Chief Inspector is of the opinion that in view of any other adequate fire fighting apparatus or permanent automatic fire fighting installations approved by any recognised fire association or fire insurance company/State fire deptt; provided in the factory building or room, the above requirements can be relaxed in any particular case he may issue a certificate in writing (which he may at his discretion, revoke) specifying the extent to which the above requirement are relaxed in respect of that building or room.

(10) (a) Every portable fire extinguisher to be provided under sub-rule (9) shall —

- (i) conform to the appropriate Indian Standards specifications;
- (ii) be kept charged ready for use properly mounted, in a position approved by the Inspector and accompanied by the maker's printed instructions for its use, and
- (iii) be examined, tested or discharged periodically in accordance with the maker's recommendation.

(b) The Manager of every factory shall keep and maintain sufficient number of spare charges for each type of extinguisher provided in the factory with a minimum of 12 spare charges always in stock and readily available.

(11) Every worker of the factory should as far as possible be trained in the use of portable fire extinguishers, subject to a minimum of at least one-fourth of the workers engaged separately in each section of the factory.

(12) Each factory shall detail a trained officer who shall be responsible for the proper maintenance and upkeep of all fire fighting equipments.

(13) The factory management shall for the observance of factory discipline and orderliness, prepare a detailed Fire Safety Plan for proper enforcement of fire safety rules and for action to be taken, in proper sequence, in case of a fire in the factory.

SCHEDULE A

EQUIPMENT FOR TRAILER PUMP

For light trailer pump (120/150 G. P. M.)

9 metre length of armoured section hose with wrenches.

1 Metal suction strainer.

- 1 Two-way suction collecting head.
- 3. 2 metre lengths of unlined 6½ c.m. delivery hose complete with quick release couplings.
- 1 Dividing Breaching piece.
- 2 Branch piece with 1.59 c.m nozzles.
- 1 Standpipe with Blank cap.
- 4 Collapsible canvas buckets.
- 1 Basket strainer.
- 1 Suction adapter.
- 1 Diffuser nozzle.
- 1 Hydrant key.
- 1 Fire hood (preventer) with cutting edge.
- 1 C. T. C. extinguisher ½ gallon capacity.
- 1 30.5 metre length of 2.5 c.m. manila rope.
- 1 8 metre extension ladder (where necessary).
- 1 Heavy axe, 1 Spade, 1 Pick axe, 1 Crowbar.
- 1 Saw, 1 Hurricane lamp, 1 Electric torch.
- 1 pair rubber gloves.

(B) For large trailer pumps (350/500 G. P. M.)

- 9 metre length of armoured suction hose with wrenches.
- 1 Metal stringer.
- 1 Basket strainer.
- 1 Three-way suction collecting head.
- 1 Suction adapter.
- 4.4 metre length of unlined canvas 6.127 c.m. delivery hose complete with quick release couplings.
- 1 Dividing breaching piece.
- 1 Collecting breaching piece.
- 4 Branch pipes with one 2.5 c.m. two 2 c.m. and one diffuser nozzles.
- 2 Standpipe with black caps.
- 2 Hydrant keys
- 6 Collapsible canvas buckets.
- 1 Ceiling hook (preventer) with cutting edge.
- 1 C. T. C. extinguisher 1 litre capacity.
- 1 30.5 metre length of 5 c.m. manila rope.
- 1 pair rubber gloves.
- 1 8 metre extension ladder (where necessary).
- 1 heavy axe; 1 spade; 1 pick axe; crowbar; 1 saw.
- 2 Hurricane lamps; 1 Electric torch.

(Rules prescribed Under Section 40 B)

68 A. (1) Qualifications. (a) A person shall not be eligible for appointment as a safety Officer unless he:

(i) Possesses a recognised degree in any branch of engineering or technology and has had practical experience of working in a factory in a supervisory capacity for a period of not less than 2 years or a recognised degree in physics or chemistry and has had practical experience of working in a factory in a supervisory capacity for a period of not less than 5 years, or a recognised diploma in any branch of engineering or technology and has had practical experience of working in a factory in a supervisory capacity for a period not less than 5 years;

(ii) Possesses a degree or diploma in industrial safety recognised by the State Government in this behalf; and

(iii) has adequate knowledge of the language spoken by majority of the workers in the region in which the factory, where he is to be appointed, is situated.

(b) Notwithstanding the provision contained in clause (a), any person who—

Possesses a recognised degree or diploma in engineering or technology and has had experience of not less than 5 years in a department of the Central or State Government which deals with the administration of the Factories Act, 1948 or the Indian Dock Labourers Act, 1934, or

Possesses a recognised degree or diploma in engineering or technology and has had experience of not less than 5 years, full time, on training, education, consultancy, or research in the field of accident prevention in industry or in any institution. Shall also be eligible for appointment as a Safety Officer.

Provided that the Chief Inspector may, subject to such conditions as he may specify, grant exemption from the requirements of this sub-rule, if in his opinion, a suitable person possessing the necessary qualifications and experience is not available for appointment.

Provided further that, in the case of a person who has been working as a Safety Officer to period not less than 3 years on the date of commencement of this rule, the Chief Inspector may, subject to such conditions as he may specify, relax all or any of the above said qualifications.

(a) Conditions of service—(a) Where the number of safety Officers to be appointed in a factory as required by a notification in the Official Gazette exceeds one, one of them shall be designated as the Chief Safety Officer and shall have a status higher than that of the others. The Chief Safety Officer shall be in over-all charge of the Safety functions as envisaged in sub-rule (3), the other Safety Officers working under his control.

(b) The Chief Safety Officer or the Safety Officer in the case of factories where only one Safety Officer is required to be appointed, shall be given the status of a senior executive and shall work directly under the control of the Chief Executive of the factory. All other Safety Officers shall be given appropriate status to enable them to discharge their functions effectively.

(c) The scale of pay and the allowances to be granted to the Safety Officers including the Chief Safety Officer, and the other conditions of their service shall be the same as those of the other officers of corresponding status in the factory.

(d) In the case of dismissals or discharge, Safety Officer shall have a right to appeal to the State Government whose decision thereon shall be final.

(3) Duties of Safety Officers—(a) The duties of a Safety Officer shall be to advise and assist the factory management in the fulfilment of its obligations, statutory or otherwise, concerning prevention of personal injuries and maintaining a safe working environment. These duties shall include the following, namely:—

(i) to advise the concerned departments in planning and organising measures necessary for the effective control of personal injuries;

(ii) to advise on safety aspects in all job studies; and to carry out detailed job safety studies of selected jobs;

(iii) to check and evaluate the effectiveness of the action taken or proposed to be taken to prevent personal injuries;

(iv) to advise the purchase and stores departments in ensuring high quality and availability of personal protective equipment;

(v) to provide advice on matters related to carrying out plant safety inspections;

(vi) to carry out plant safety inspections in order to observe the physical conditions of work and the work practices and procedures followed by workers and to render advice on measures to be adopted for removing the unsafe physical conditions and preventing unsafe actions by workers;

(vii) to render advice on matters related to reporting and investigation of industrial accidents and diseases;

(viii) to investigate selected accidents;

(ix) to investigate the cases of industrial diseases contracted and dangerous occurrences reportable under Rule, 106;

(x) to advise on the maintenance of such records as are necessary relating to accident, dangerous occurrences and industrial diseases;

(xi) to promote setting up of safety committees and act as adviser and catalyst to such committees;

(xii) to organise in association with the concerned departments, companies, competitions, contests and other activities which will develop and maintain the interest of the workers in establishing and maintaining safe conditions of work and procedures; and

(xiii) to design and conduct either independently or in collaboration with the training department, suitable training and educational programmes for the prevention of personal injuries.

(4) Facilities to be provided to safety Officers:—

An Occupier of the factory shall provide each Safety Officer with such facilities, equipment and information as are necessary to enable him to discharge his duties effectively.

(5) Prohibition of performance of other Duties:—

No Safety Officer shall be required or permitted to do any work which is inconsistent with or detrimental to the performance of the duties prescribed in Sub-rule (3).

CHAPTER V

WELFARE

Rule prescribed under sub-section (2) of section 42.

Washing facilities:—(1) This rule shall come into force, in respect of any class or description of factories, on such date or dates as the Chief Commissioner may, by notification in the official gazette, appoint in this behalf.

(2) There shall be provided and maintained in every factory for the use of employed persons adequate and suitable facilities for washing which shall include soap and nail brushes or other suitable means of cleaning and the facilities shall be conveniently accessible and shall be kept in a clean and orderly condition.

(3) Without prejudice to the generality of the foregoing provisions the washing facilities shall include:—

- (a) a trough with taps or jets at intervals of not less than 60 cm. or
- (b) wash-basins with taps attached thereto; or
- (c) taps on stand pipes; or
- (d) showers controlled by taps; or
- (e) circular troughs of the fountain type.

Provided that the inspector may, having regard to the needs and habits of the workers, fix the proportion in which the aforementioned type of facilities shall be installed.

(4.) (a) Every trough and basin shall have a smooth, impervious surface and shall be fitted with a wasted pipe and plug.

(b) The floor or ground under and in the immediate vicinity of every trough, tap, jet, wash-basin, stand pipe and shower shall be so laid or finished as to provide a smooth impervious surface and shall be adequately drained.

(5) For persons whose work involves contact with any injuries or noxious substance there shall be at least one tap for every fifteen persons; and for persons whose work does not involve such contact the number of taps shall be as follows:—

No. of workers	No. of taps
Up to 20	1
21 to 35	2
36 to 50	3
51 to 100	4
101 to 200	5
Exceeding 200 but not exceeding 500	5 plus one tap for every 50 or fraction of 50
Exceeding 500	11 plus one tap for every 100 or fraction of 100.

(6) If female workers are employed separate washing facilities shall be provided and so enclosed or screened that the interiors are not visible from any place where persons of the other sex work or pass. The entrance to such facilities shall bear conspicuous notice in the language understood by the majority of the workers "For Women only" and shall also be indicated pictorially.

(7) The water supply to the washing facilities shall be capable of yielding at least 27 litre a day for each person employed in the factory and shall be from a source approved in writing by the Health Officer, provided that where the Chief Inspector is satisfied that such a yield is not practicable he may by certificate in writing permit the supply of a smaller quantity not being less than 4.5 litre per day for every person employed in the factory.

Rule prescribed under sub-section (1) of section 45

63. The First Aid Appliances:—The first aid boxes or cupboards shall be distinctively marked with a red cross on a white ground and shall contain the following equipment:—

(a) For factories in which the number of persons employed does not exceed ten, or (in the case of factories in which mechanical power is not used) does not exceed fifty persons:—Each first aid box or cupboard shall contain the following equipment:—

- (i) 6 small sterilized dressings.
- (ii) 3 medium sized sterilized dressings.
- (iii) 3 large sized sterilized dressings.
- (iv) 3 large sized sterilized burn dressings.
- (v) 1 (28 gm.) bottle containing a two per cent alcoholic solution of iodine.
- (vi) 1 (28 gm.) bottle containing sal-volatile having the dose and mode of administration indicated on the label.
- (vii) 1 (28 gm.) bottle of potassium permanganate crystals.
- (viii) A snake bite lancet.
- (ix) 1 pair scissors.
- (x) Aspirin (5 grams tablets).
- (xi) Ointment for burns and a suitable surgical antiseptic solution.
- (xii) 1 copy of the first aid leaflet issued by the Chief Adviser of Factories, Government of India.

B. For factories in which mechanical power is used and in which the number of persons the employed exceeds ten but does not exceed fifty:—Each first aid box or cupboard shall contain the following equipment:—

- (i) 12 small sterilized dressings.
- (ii) 6 medium size sterilized dressings.

- (iii) 6 large size sterilized burn dressings.
- (iv) 6 large size sterilized burn dressings.
- (v) 6 (14 gm.) packets sterilized cotton wool.
- (vi) 1 (56 gm.) bottle containing a two per cent alcoholic solution of iodine.
- (vii) 1 (56 gm.) bottle containing sal-volatile having the dose and mode of administration indicated on the label.
- (viii) 1 roll of adhesive plaster.
- (ix) A snake bite lancet.
- (x) Aspirin (5 gm. tablets).
- (xi) Ointment for burns and a suitable surgical antiseptic solution.
- (xii) 1 (28 gm.) packet sterilized cotton wool.
- (xiii) One pair scissors.
- (xiv) 1 copy of first aid leaflet issued by the Chief Adviser of Factories, Govt. of India.
- (xv) 1 (28 gm.) bottle of potassium permanganate crystals.

C. For factories employing more than fifty persons—Each first aid box or cupboard shall contain the following equipment:—

- (i) 24 small sterilized dressings.
- (ii) 12 medium size sterilized dressings.
- (iii) 12 large size sterilized dressings.
- (iv) 12 large size sterilized burn dressings.
- (v) 12 (14 gm.) packets sterilized cotton wool.
- (vi) 1 snake bite lancet.
- (vii) Aspirin (5 gr. tablets).
- (viii) Ointment for burns and a suitable surgical antiseptic solution.
- (ix) 1 pair scissors.
- (x) 2 (28 gm.) bottles of potassium permanganate crystals.
- (xi) 1 (112 gm.) bottle containing a two per cent alcoholic solution of iodine.
- (xii) 1 (112 gm.) bottle of sal-volatile having the dose and mode of administration indicated on the label.
- (xiii) 12 rolls bandages 2 inches wide.
- (xiv) 12 rolls bandages 4 inches wide.
- (xv) 2 rolls of adhesive plaster.
- (xvi) 6 triangular bandages.
- (xvii) 2 packets of safety pins.
- (xviii) A supply of suitable splints.
- (xix) 1 tourniquet.

Provided that items (xiv) to xix inclusive need not be included in the standard first aid box or cupboard (a) where is a properly equipped ambulance room or (b) if at least one box containing such items and placed and maintained in accordance with the requirements of section 45 is separately provided.

D. In lieu of the dressings required under items (i) and (ii) there may be substituted adhesive wound dressings approved by the Chief Inspector of Factories.

Rule prescribed under sub-section (4) of section 45.

69. Ambulance Room:—(1) This rule shall come into force in respect of any class or description of factories, on such date or dates as the Chief Commissioner may, by notification in the official gazette appoint in this behalf.

(2) The ambulance room or dispensary shall be in charge of a qualified medical practitioner assisted by at least one qualified nurse and such subordinate staff as the Chief Inspector may direct.

Explanation:—In this rule qualified medical practitioner means a person holding a qualification granted by an authority specified in the Schedule to the Indian Medical Degrees Act, 1916, or in the Schedules to the Medical Council Act, 1956.

(3) The ambulance room or dispensary shall be separate from the rest of the factory and shall be used only for the purposes of first aid treatment and rest. It shall have a floor area of at least 250 sq. ft. and smooth, hard and impervious walls and floor and shall be adequately ventilated and lighted by both natural and artificial means. An adequate supply of wholesome drinking water shall be laid on and the room shall contain at least:—

- (i) A glazed sink with hot and cold water always available.
- (ii) A table with a smooth top at least 2 metre x 1 metre x 15 cm.
- (iii) Means for sterilizing instruments.
- (iv) A couch.
- (v) Two stretchers.
- (vi) Two buckets or containers with close fitting lids.
- (vii) Two rubber hot water bags.
- (viii) A kettle and spirit stove or other suitable means of boiling water.
- (ix) Twelve plain wooden splints 90 cm x 10 cm x 6 milli metre.
- (x) Twelve plain wooden splints 36 cm x 8 cm x 6 milli metre.

- (xi) Six plain wooden splints 25 cm x 5 cm x 1.27 cm.
- (xii) Six woollen blankets.
- (xiii) One pair artery forceps.
- (xiv) One bottle of brandy.
- (xv) Two medium size sponges.
- (xvi) Six hand towels.
- (xvii) Four "Kidney" trays.
- (xviii) Four cakes carbolic soap.
- (xix) Two glass tumblers and two wine glasses.
- (xx) Two clinical thermometers.
- (xxi) Graduated measuring glass with teaspoon.
- (xxii) One eye bath.
- (xxiii) One bottle (0.91 kg.) carbolic lotion 1 in 20.
- (xxiv) One screen.
- (xxv) Three chairs.
- (xxvi) One electric hand torch.
- (xxvii) Four first aid boxes or cupboards stocked to the standards prescribed under item C of rule 67.
- (xxviii) An adequate supply of anti-tetanus serum.

(4) The occupier of every factory to which these rules apply shall for the purpose of removing serious cases of accident or sickness provided in the premises and maintain in good condition a suitable conveyance unless he has made arrangements for obtaining such a conveyance from a hospital.

(5) A record of all cases of accident and sickness treated at the room shall be kept and produced to the Inspector or Certifying Surgeon when required.

Rules 70 to 75 prescribed under section 46.

70. Canteens:—(1) Rule 70 to 75 shall come into force in respect of any class or description of factories on such date or dates as the Chief Commissioner may by notification in the official gazette appoint in this behalf.

(2) The occupier of every factory notified by the Chief Commissioner and wherein more than two hundred and fifty workers are ordinarily employed shall provide in the factory an adequate canteen according to the standards prescribed in these rules.

(3) The Manager of a Factory shall submit for the approval of the Chief Inspector plans and site plan in duplicate of the building to be constructed or adapted for use as a canteen.

(4) The canteen building shall be situated not less than 15 metre from any latrine, urinal, boiler house, coal stacks, ash dumps and any other source of dust, smoke or noxious fumes:—

Provided that the Chief Inspector may in any particular factory relax the provisions of this sub-rule to such extent as may be reasonable in the circumstances and may require measures to be adopted to secure the essential purpose of this sub-rule.

(5) The canteen building shall be constructed in accordance with the plans approved by the Chief Inspector and shall accommodate at least a dining hall, kitchen, store room, pantry and washing places separately for workers and for utensils. The minimum height of the building shall be not less than 3.6 metre and all the walls and roof shall be of suitable heat resisting materials and shall be water proof.

(6) In a canteen the floor and inside walls upto a height of 120 cm from the floor shall be made of smooth impervious material; the remaining portion of the inside walls shall be made smooth by cement plaster or in any other manner approved by the Chief Inspector.

(7) The doors and windows of a canteen building shall be of fly proof construction and shall allow adequate ventilation.

(8) The canteen shall be sufficiently lighted at all time when any persons have access to it.

(9) (a) In every canteen:—

- (i) all inside walls of rooms and all ceilings and passages and staircases shall be lime washed or colour washed at least once each year or painted once in three years dating from the period when last lime washed, or painted as the case may be;
- (ii) all wood work shall be varnished or painted once in three years dating from the period when last varnished or painted;
- (iii) all internal structural iron or steel work be varnished or painted once in three years dating from the period when last varnished or painted. Provided that inside walls of the kitchen shall be lime washed once every four months.
- (b) Records of dates on which lime-washing colour-washing or painting is carried out, shall be maintained in the prescribed register (Form B).

(10) The precincts of the canteen shall be maintained in a clean and sanitary condition. Waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate so as to cause a nuisance. Suitable arrangement shall be made for the collection and disposal of garbage.

71. Dining Hall:—(1) The dining hall shall accommodate at a time at least 30 per cent of the workers working at a time.

Provided that, in any particular factory or in any particular class of factories, the Chief Commissioner may, by a notification in this behalf, alter the percentage of workers to be accommodated.

(2) The floor area of the dining hall, excluding the area occupied by the service counter and any furniture except tables and chairs shall be not less than 93 sq. decimetre per diner to be accommodated as prescribed in sub-rule (1).

(3) A portion of the dining hall and service counter shall be partitioned off and reserved for women workers in proportion to their number. Washing places for women shall be separated and the same shall be screened to secure privacy.

(4) Sufficient tables, chairs or benches shall be available for the number of diners to be accommodated as prescribed in sub-rule (1).

(5) Soap and towels should be provided at the washing places in the canteen for the use of all workers.

72. Equipment:—(1) There shall be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient running of the canteen. Suitable clean cloths for the employees serving in the canteen shall also be provided and maintained.

(2) The furniture, utensils and other equipment shall be maintained in a clean and hygienic condition. A service counter, if provided, shall have a top of smooth and impervious material. Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equipment.

(3) Food and materials should be stored in fly-proof safes and handled with the help of wooden ladles or suitable metal forceps whichever is convenient. Vessels once used should be scalded before being used again.

73. Prices to be Charged:—(1) Food, drinks & other items served in the canteen shall be served on a non-profit basis and the prices charged shall be subject to the approval of the Canteen Managing Committee. In the event of the Committee not approving the price list or where the Committee is equally divided on the issue, the price list should be sent to the Chief Inspector for approval:

Provided that where the canteen is managed by a Co-operative Society registered under the Co-operative Societies Act, 1912, such society may be allowed to include in the charges to be made for the foodstuffs served, a profit upto 5% on its working capital employed in running the canteen.

(2) In computing the prices referred to in sub-rule (1) the following items of expenditure shall not be taken into consideration, but will be borne by the occupier:—

- (a) the rent for the land and building;
- (b) the depreciation and maintenance charges of the building and equipment provided for the canteen;
- (c) the cost of purchase, repairs and replacement of equipment including furniture, crockery, cutlery and utensils;
- (d) the water charges and expenses for providing lighting and ventilation;
- (e) the interest on the amount spent on the provision and maintenance of the building, furniture and equipment provided for the canteen;
- (f) the cost of fuel required for cooking or heating food-stuffs or water; and
- (g) the wages of the employees serving in the canteen and the cost of uniforms, if any provided to them.

(3) The charges for portion of foodstuff, beverages and other items served in the canteen shall be conspicuously displayed in the canteen.

74. Accounts:—(1) All books of accounts, registers and any other documents used in connection with the running of the canteen shall be produced on demand to the Inspector.

(2) The accounts pertaining to the canteen shall be audited once every twelve months by a registered accountant or auditors of Co-operative Department of this Administration. The balance sheet prepared by the said auditors shall be submitted to the Canteen Managing Committee not later than two months after the closing of the audited accounts.

Provided that the accounts pertaining to the canteen in a Government Factory having its own Accounts Department may be audited in such department.

Provided further that where the canteen is managed by a Co-operative Society registered under the Co-operative Societies Act, 1912, the accounts pertaining to such canteen may be audited in accordance with the provisions of the Co-operative Societies Act, 1912.

75. Managing Committee:—(1) The Manager shall appoint a Canteen Managing Committee which shall be consulted from time to time as to:—

- (a) the quality and quantity of food-stuffs to be served in the canteen;
- (b) the arrangement of the menus;
- (c) times of meals in the canteen; and
- (d) any other matter pertaining to the canteen as may be directed by the Committee.

Provided that where the canteen is managed by a Co-operative Society registered under the Co-operative Societies Act, 1912, it shall not be necessary to appoint a Canteen Managing Committee.

(2) The Canteen Managing Committee shall consist of an equal number of persons nominated by the occupier and elected by the workers. The number of elected workers shall be in the proportion of 1 for every 200 workers or fraction thereof employed in the factory, provided that in no case shall there be more than 5 or less than 2 workers on the Committee.

(3) The Manager shall determine and supervise the procedure for election to the Canteen Managing Committee.

(4) A Canteen Managing Committee shall be dissolved by the Manager two years after the last election, on account of being taken of a bye-election.

(5) The occupier shall appoint from among the persons nominated by him a Chairman of the Canteen Managing Committee.

(6) Where the workers of a factory in which a canteen has been provided by the occupier in accordance with rules 70 (2) for the use of the workers, desire to run the canteen by themselves on a Co-operative basis with share capital contributed by themselves the management may permit them to run the canteen in accordance with the by-laws of the Co-operative canteen, the Co-operative Societies Act, 1912 and the rules framed thereunder, subject to such conditions as the Chief Inspector may, in consultation with the Registrar of Co-operative Societies Port Blair, impose.

Rule prescribed under section 47

76. Shelters, Rest Rooms and Lunch Rooms:—(1) This Rule shall come into force, in respect of any class or description of factories on such date or dates as the Provincial Government may by notification in the Official Gazette, appoint in this behalf.

(2) The shelters, or rest rooms and lunch rooms shall conform to the following standards and the Manager of a Factory shall submit for the approval of the Chief Inspector a site plan in duplicate of the building to be constructed or adopted.

- (a) The building shall be soundly constructed and all the walls and roof shall be of suitable heat resisting materials and shall be water-proof. The floor and walls to a height of 3 feet shall be so laid or finished or as to provide a smooth hard and impervious surface.
- (b) The height of every room in the building shall be not less than 3.6 metre from floor level to the lowest part of the roof and there shall be at least 108 Sq. decimetre of floor area for every person employed. Provided that (i) workers who habitually go home for their meals during the rest periods may be excluded in calculating the number of workers to be accommodated, and (ii) in the case of factories in existence at the date of commencement of the Act where it is impracticable, owing to lack of space to provide 108 Sq. decimetre of floor area for each person, such reduced floor area per person shall be provided as may be approved in writing by the Chief Inspector.
- (c) Effective and suitable provision shall be made in every room for securing and maintaining adequate ventilation by the circulation of fresh air and there shall also be provided and maintained sufficient and suitable natural or artificial lighting.
- (d) Every room shall be adequately furnished with chairs or benches with back rest.
- (e) Sweepers shall be employed whose primary duty is to keep the rooms, building and precincts thereof in a clean and tidy condition.

Rule 77 to 80 prescribed under sub-section (3) of section 48.

77. Creches:—(1) Rules 77 to 80 shall come into force, in respect of any class or description of factories, on such date or dates as the Chief Commissioner may, by notification in the Official Gazette, appoint in this behalf.

(2) The creche shall be conveniently accessible to the mothers of the children accommodated therein and so far as is reasonably practicable it shall not be situated in close proximity to any part of the factory where obnoxious fumes, dust or odours are given off or in which excessively noisy processes are carried on.

(3) The building in which the creche is situated shall be soundly constructed and all the walls and roof shall be of suitable heat resisting materials and shall be water-proof. The floor and internal walls, of the creche shall be so laid or finished as to provide a smooth impervious surface.

(4) The height of the rooms in the building shall be not less than 3.6 metre from the floor to the lowest part of the roof and there shall be not less than 186 sq. decimeter of floor area for each child to be accommodated.

(5) Effective and suitable provision shall be made in every part of the creche for securing and maintaining adequate ventilation by the circulation of fresh air.

(6) The creche shall be adequately furnished and equipped and in particular there shall be one suitable cot or cradle with the necessary bedding for each child, (provided that for children over two years of age it will be sufficient if suitable bedding is made available) at least one chair or equivalent seating accommodation for the use of each mother while she is feeding or attending to her child, and a sufficient supply of suitable toys for the older children.

(7) A suitable fenced and shady open air play-ground shall be provided for the older children. Provided that the Chief Inspector may by order in writing exempt any factory from compliance with this sub-rule if he is satisfied that there is not sufficient space available for the provision of such a play-ground.

78. Wash Room :—(1) There shall be in or adjoining the creche a suitable wash room for the washing of the children and their clothing. The wash room shall conform to the following standards :—

(a) The floor and internal walls of the room to a height of 90 cm. shall be so laid or finished as to provide a smooth impervious surface. The room shall be adequately lighted and ventilated, and the floor shall be effectively drained and maintained in a clean and tidy condition.

(b) There shall be at least one basin or similar vessel for every four children accommodated in the creche at any one time together with a supply of water provided if practicable through taps from a source approved by the Health Officer. Such source shall be capable of yielding for each child a supply of at least 23 litre of water a day.

(c) An adequate supply of clean clothes, soap and clean towels shall be made available for each child while it is in the creche.

(2) Adjoining the wash room referred to above a latrine shall be provided for the sole use of the children in the creche. The design of latrine and the scale of accommodation to be provided shall either be approved by the Public Health Authorities or where there is no Public Health Authority, by the Chief Inspector of Factories.

79. Supply of Milk and Refreshment :—At least half a pint of clean pure milk shall be available for each child on every day it is accommodated in the creche and the mother of such a child shall be allowed in the course of her daily work, 2 intervals of at least 15 minutes each to feed the child. For children above two years of age there shall be provided in addition an adequate supply of wholesome refreshment.

80. Clothes for Creche Staff :—The creche staff shall be provided with suitable clean clothes for use while on duty in the creche.

Rule prescribed under sub-section (2) of section 49

81. Labour Welfare Officers—Qualifications and Conditions of Service :—

(1) Number of Welfare Officers :—The occupier of every factory where five hundred or more workers are ordinarily employed, shall appoint at least one Welfare Officer, provided that, where the number of worker exceed two thousand, one Welfare Officer shall be appointed for every two thousand workers or a fraction thereof.

(2) Qualifications :—A person shall not be eligible for appointment as a Welfare Officer unless he :

- possesses a degree of a University recognised by the Chief Commissioner in this behalf;
- has obtained a Degree or Diploma in Social Science from any institution recognised by the Chief Commissioner in this behalf; and
- has adequate knowledge of the language spoken by the majority of the workers in the factory to which he is to be attached;

Provided that in the case of a person who is acting as a Welfare Officer at the commencement of these rules, the Chief Commissioner may, subject to such conditions as he may specify, relax all or any of the aforesaid qualifications.

(3) Recruitment of Welfare Officers :—(i) The post of a Welfare Officer shall be advertised in all the prominent newspapers in the Andaman and Nicobar Islands.

(ii) The selection shall be made from among the candidates applying for the post by a Committee appointed by the Occupier of the Factory.

(iii) The appointment when made shall notified by the Occupier to the Chief Commissioner or such authority as the Chief Commissioner may specify for the purpose, giving full details of the qualifications, etc., of the officer appointed and conditions of his service.

(4) Conditions of Service of Welfare Officers :—(1) A Welfare Officer shall be given appropriate status corresponding to the status of other executive heads of the factory.

(ii) The conditions of service of a Welfare Officer shall be the same as of other members of the staff of corresponding status in the factory; provided that, in the case of discharge or dismissal the Welfare Officer shall have a right of appeal to the Chief Commissioner whose decision thereon shall be final and binding upon the occupier.

(5) Duties of Welfare Officer :—The duties of Welfare Officer shall be :—

- to establish contacts and hold consultations with a view to maintaining harmonious relations between the factory management and workers;

- (ii) to bring to the notice of the factory management the grievances of workers, individual as well as collective with a view to securing their expeditious redress and to act as a negotiating officer with Trade Unions;
- (iii) to study and understand the point of view of labour in order to help the factory management to shape and formulate labour policies and to interpret these policies to the workers in a language they can understand;
- (iv) to watch industrial relations with a view to using his influence in the event of a dispute arising between the factory management and workers and to help to bring about a settlement by persuasive efforts;
- (v) to deal with wage and employment matters by joint consultation with the factory management and workers representative bodies;
- (vi) to exercise a restraining influence over workers going on illegal strikes and over managements declaring illegal lockouts; and to help in preventing anti-social activities;
- (vii) to maintain neutral attitude during legal strikes or lockouts and to help in bringing about a peaceful settlement;
- (viii) "to advise on fulfilment by the management and the concerned departments of the factory of their obligations, statutory or otherwise, concerning regulation of working hours, maternity benefit, medical care, compensation for injuries and sickness and other welfare and social benefit measures";
- (ix) to promote relations between factory management and workers and which will ensure productive efficiency as well as amelioration in the working conditions and to help workers to adjust and adapt themselves to their working environment;
- (x) to encourage the formation of Works and Joint Production Committees, Co-operative Societies Welfare Committees and to supervise their work;
- (xi) to secure provision of amenities, such as canteens, shelters for rest, crones, adequate latrine facilities, drinking water, sickness and benevolent scheme payments, pensions, and superannuation funds, gratuity payments, granting of loans and legal advice to workers;
- (xii) to help the factory management in regulating the grant of leave with wages and explain to the workers the provisions relating to leave with wages and other leave privileges and to guide the workers in the matter of submission of application for grant of leave for regulating authorised absence;
- (xiii) to secure welfare provisions, such as housing facilities, food stores, social and recreational facilities, sanitation, advice on individual personal problems and educating children;
- (xiv) to advise the factory management on questions relating to training of new starters, apprentices, workers on transfer and promotion, instructors and supervisors, supervision and control of notice board and information bulletins to further education of workers and to encourage their attendance at Technical Institutes;
- (xv) to suggest measures which will serve to raise the standard of living of workers and in general promote their well being.
- [(xvi) to advise and assist the management in the fulfilment of its obligations, statutory or otherwise, concerning prevention of personal injuries and maintaining a safe work environment in such factories where a Safety Officer is not required to be appointed under the enabling provisions under Section 40 B'.]

(5) Powers of Exemption :— The Chief Commissioner, may by notification in the official gazette exempt any factory or class of description of factories from the operation of all or any of the provisions of these rules subject to compliance with such alternative arrangements as may be approved.

CHAPTER VI

Working Hours of Adults

Rules prescribed under sub-section (2) of section 52

52. Compensatory Holidays :— (1) Except in the case of workers engaged in any work which for technical reasons must be carried on continuously throughout the day the compensatory holidays to be allowed under sub-section (1) of section 52 of the Act shall be so spaced that not more than holidays are given in one week.

(2) The Manager of the Factory shall display, on or before the end of the month in which holidays are lost, a notice in respect of workers allowed compensatory holidays during the following month and of the dates thereof, at the place at which the notice of periods of work prescribed under section 61 is displayed. Any subsequent change in the notice in respect of any compensatory holiday shall be made not less than three days in advance of the date of that holiday.

(3) Any Compensatory holiday or holidays to which a workers is entitled shall be given to him before he is discharged or dismissed and shall not be reckoned as part of any period of notice required to be given before discharge or dismissal.

(4) (a) The Manager shall maintain a register in Form No. 12.

Provided that, if the Chief Inspector of Factories is of opinion that any muster roll or register maintained as part of the routine of the factory or return made by the Manager, gives in respect of any or all of the workers in the factory the particulars required for the enforcement of section 52, he may, by order in writing direct that such muster roll or register or return shall, to the corresponding extent, be maintained in place of and be treated as the register or return required under this rule for that factory.

(b) The register maintained under clause (a) shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.

83. Exemption from the Provision of section 58:—(1) Adult workers engaged in public utility transport workshops shall be exempted from the provisions of section 58.

Register rules framed under section 59.

84. Register for Exempted Factories:—The Manager of every factory in which workers are exempted under section 64 or 65 from the provisions of section 51 or 54 shall keep a register in Form No. 13 showing the normal piece work rate of pay, or the rate of pay per hour of all exempted employees. In this register there shall be correctly entered the overtime hours of work and payments therefor of all exempted workers. The Register in Form No. 13 shall always be available for inspection.

85. Overtime slips:—Period of overtime worked shall be entered in overtime slips in duplicate, a copy of which duly signed by the Manager or by a person duly authorised by him shall be given to the worker immediately after completion of the overtime work.

86. Intervals for Computation of Cash Equivalent of Advantage:—The cash equivalent of the advantage accruing through the concessional sale to a worker of food-grains and other articles shall be computed at the end of every wage period fixed under the provisions of the Payment of Wages Act, 1936.

87. Manner of Computation:—For the purposes of computing cash equivalent of the advantage accruing through the concessional sale to a worker of food-grains and other articles, the difference between the value of food-grains and other articles at the average rates in the nearest market prevailing during the wage period in which overtime was worked and value of the food-grains and other articles supplied at concessional rates shall be calculated and allowed for the number of overtime hours worked.

Notice prescribed under sub-section (8) of section 61

88. Notice of Periods of Work for Adults:—(1) The notice of periods of work for adult workers shall be—

(a) in form 14 when all the adult workers in a factory are required to work within the same period.

(b) in form 15 in all other cases.

(2) All notices shall be painted in bold letter on a wooden or metal plate and shall be displayed in a conspicuous place at the main entrance to the factory.

Register, prescribed under sub-section (2) of section 62

89. Register of Adult Workers:—The register of adult workers shall be in Form No. 16. The register shall be written up fresh each year and shall be preserved for a period of 12 months after the last entry in it, and shall be produced before the Inspector on demand.

Rules 90 to 93 prescribed under section 64

90. Persons Defined to Hold Positions of Supervision or Management:—The following persons shall be deemed to hold positions of supervision or management provided they are not required to perform any manual labour as a regular part of their duty and they are employed solely in supervisory capacity—

(i) All persons specified in the Schedule annexed hereto.

(ii) Any other person who, in the opinion of the Inspector, holds a position of supervision or management, and is so declared by him in writing.

SCHEDULE

List of persons to hold positions of supervision or management in factories.

(1) Managers (2) Assistant Managers (3) Chief Engineers (4) Foreman (5) Labour Welfare Officers (6) Head Electricians (7) Chergeman.

91. Persons Defined to Hold Confidential Position:—The following persons shall be deemed to hold confidential positions in factories:—

(i) Stenographers.

(ii) Office Superintendent or Head Clerk.

(iii) Head Accountants.

(iv) Any other person who in the opinion of the Inspector holds a confidential position is so declared by him in writing.

92. List to be Maintained of Persons Holding Confidential or Positions of Supervision or Management:—A list of all workers in a factory to whom the provision of section 64 (1) have been applied shall be kept in a form approved by an Inspector.

93. Exemption of certain adult workers:—(1) Adult workers engaged in factories specified in column 3 of the Schedule here to annexed on the work specified in column 4 of the said schedule shall be exempted from the provisions of sections specified in column 5 subject to the conditions, if any specified in column 6 of the said Schedule.

(2) This rule shall remain in force for a period of 5 years from the date of its publication in the Official Gazette.

SCHEDULE

Sl. No.	Section of the Act empowering grant of exemption.	Class of factories.	Nature of exemption.	Extent of exemption.	Condition of exemption.
1	2	3	4	5	6
1.	64 (2) (a) & 64 (3)	All factories.	Urgent repairs	Section 51, 52, 54, 55, 56, and 61.	(i) No. worker shall be employed on such repairs for more than 15 hours on any working day. 39 hours of, during any three consecutive days, or 66 hours during each period of seven consecutive days from his first employment on such repairs. (ii) Interval of at least half an hour for food and rest shall be given after a period of work not exceeding six hours on each working day to all workers employed on such works. (iii) Within 24 hours of the commencement of the work, notice shall be sent to the Inspector describing the nature of the urgent repairs and the period probably required for their completion and a copy of the notice shall be affixed in conspicuous place near the main entrance to the factory before the workers are put on urgent repairs. (iv) Exemption from the provision of section 54 shall apply in the case of adult male workers.
2.	64 (2) (b) and 64 (3)	All Factories	(i) work in the machine shop, the smithy or the foundry or in connection with mill gearing the electric driving of lighting apparatus, the mechanical or electrical lifts or the steam or water pipes or pumps of a factory, (ii) Work of examining for repairing any machinery or other parts of the plant which is necessary for carrying on the work in the factory. (iii) Work in Boiler houses and engine rooms such as lighting fires in order to raise steam or generate gas preparatory to the commencement of regular work in the factory.	Section 51, 54, 55 and	(i) No worker shall be employed for more than 54 hours in any one week. The total number of hours of overtime work shall not exceed 50 for any one quarter. (ii) No worker shall be employed for more than 10 hours on any one day. (iii) Interval of at least half an hour for rest shall be given on each working day to all workers employed on such work. (iv) The spread over including interval for rest shall not exceed 12 hours in any day.
3.	64 (2) (c) & 64 (3)	All Factories	Work performed by Drivers on lighting ventilating and humidifying apparatus. Work performed by fire pummen.	Sections 51, 54, & 55.	As at (i), (ii), (iii) and (iv) against entry (2).

1	2	3	4	5	6
4. 64 (d) (3)	(2)	Electric supply under taking generating electricity. Electricity transforming stations.	Work performed by workers on operation of boilers, Prime-movers, auxiliaries and switch gear. Work performed by workers on operation of the transforming plant switches and synchronous condensers.	Sections 52, 54, and 55. -do-	(i) The total No. of hours of overtime work of any worker shall not exceed 50 for any one quarter. (ii) No worker shall be employed for more than 24 consecutive days without rest, or of at least 24 consecutive hours. Holidays so lost shall be fixed in accordance with section 53 of the Act. (iii) No worker shall be allowed to work for more than 10 hours on any one day. (iv) Interval of at least half an hour for food and rest shall be given to all workers employed on such works.
5. 64 (2) (d)	(1)	(1) Public electric generating and transforming stations.	All workers engaged on continuous work for generating or transforming electricity.	Section 55	Exemption from the provision of section 61 of the Act will apply in so far as it relates to the specification of the period of the rest interval in the notice of work period for adults. Exemption to be given the Chief Inspector if he considers it necessary on application by the Manager. Exemption from the provisions of section 61 of the Act will apply in so far as it related to the specification of the period of rest interval in the notice of work period for adults.
	(2)	All factories	Any special class of workers engaged on work considered to be essential continuously.	Section 55 & 56. Section 55.	
	(3)	Plywood manufacturing	Work of cutting, gumming, pressing and drying of plywood	do.	
6. 64 (2) (k)	(1)	All factories	Workers engaged in any work, which is notified by the State Govt. in official Gazette as a work of National importance.	Section 51, 52, 54, 55 and 56.	(i) The total number of hours of workmen any day shall not exceed ten. (ii) The spread over inclusive of interval for rest, shall not exceed twelve hours on any one day. (iii) The total number of hours of work in a week including overtime shall not exceed sixty. (iv) The total number of hours of the overtime shall not exceed fifty for any one quarter.

Exemptions—1. The following shall be considered to be urgent repairs—

- (a) Repairs to any part of machinery, plant or structure of a factory which are of such a nature that delay in their execution involves danger to human life or safety or the stoppage of manufacturing process.
 - (b) Breakdown repairs to the motive power transmission or other essential plant or other factories, collieries, dockyard, harbours, motor transport, gas electrical generating and transmission pumping or similar essential public utility service carried put in general engineering works and foundries and which are necessary to enable such concerns to maintain their main manufacturing process production of service during normal working hours.
 - (c) Repairs to deep sea ships and repairs to commercial aircraft done in factories which are essential to enable such ships or aircrafts to leave port at proper time to continue their normal operations in a sea of airworthy condition as the case may be.
 - (d) Repairs in connection with a change of motive power for example from steam to electricity or vice versa when such work cannot possibly be done without stoppage of the normal manufacturing process.
- ii. Periodical clearing is not included in the terms "examining" or "repairing".

CHAPTER VII

EMPLOYMENT OF YOUNG PERSONS

Notice prescribed under sub-section (3) of section 72

94. Notice of Periods of Work for Children :—The notice of period of work for child workers shall be in Form 17.

Register prescribed under sub-section (2) of section 73

95. Register of Child Workers :—The Register of Child Workers shall be in Form No. 18.

CHAPTER VIII

LEAVE WITH WAGES

Rules 96 to 104 prescribed under section 80, 83 and 112

96. Leave With Wages Register :—(1) The Manager shall keep a Register in Form No. 19 hereinafter called the Leave With Wages Register :

Provided that if the Chief Inspector is of the opinion that any muster roll or register maintained as part of the routine of the factory or return made by the Manager, gives in respect of any or all of the workers in the factory, the particulars required for the enforcement of Chapter VIII of the Act, he may, by order in writing, direct that such muster roll or register or return shall, to the corresponding extent, be maintained in place of and be treated as the register or return required under this rule in respect of that factory.

(2) The Leave With Wages Register shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.

97. The cash equivalent of the advantage accruing through the concessional sale of foodgrains and other articles payable to workers proceeding on leave shall be the difference between the value at the average rates in the nearest market prevailing during the month immediately preceding his leave and the value at the concessional rates allowed of foodgrains and other articles he is entitled to.

For the purpose of the cash equivalent monthly average market rate of foodgrains and other articles shall be computed at the end of every month.

98. Leave Book :—(1) The Manager shall provide each worker who has become entitled to leave during a calendar year, with a book in Form No. 20 (hereinafter called the Leave Book) not later than the 31st January of the following calendar year. The Leave Book shall be the property of the worker and the Manager or his agent shall not demand it except to make entries on the dates of holidays or interruptions in service, and shall not keep it for more than a week at a time :

Provided that in the case of a worker who is discharged or dismissed from service during the course of the year, i.e., who is covered under sub-section (5) of section 79 of the Factories Act, 1948, the Manager shall issue an abstract from the Leave With Wages Register (Form No. 19) within a week from the date of discharge or dismissal, as the case may be.

(2) If a worker loses his leave book, the Manager shall provide him with another copy on payment of 15 paise and shall complete it from his record.

99. Medical Certificate :—If any worker is absent from work due to his illness and he wants to avail himself of the leave with wages due to him to cover the whole or part of the period of his illness under the provisions of sub-section (7) of section 79 of the Act, he shall if required by the Manager, produce a medical certificate signed by a registered or recognised Vaid or Hakim stating the cause of the absence and the period for which the worker is in the opinion of such medical practitioner, Vaid or Hakim, unable to attend to his work, or other reliable evidence to prove that he was actually sick during the period for which the leave is to be availed of.

100. Notice to Inspector of Involuntary Unemployment :—The Manager shall give, as soon as possible, a notice to the Inspector of every case of involuntary unemployment of workers, giving the number of unemployed and the reason for their unemployment. Entries to this effect shall be made in the Leave With Wages Register and the Leave Book in respect of each worker concerned.

101. Notice by Worker :—Before or at the end of every calendar year, a worker, who may be required to avail of leave in accordance with sub-section (8) of 79 of the Act, may give notice to the Manager of his intention not to avail himself of the leave with wages falling due during the following calendar year. The Manager shall make an entry to that effect in the Leave With Wages Register and in the Leave Book of the worker concerned.

102. Grant of Leave With Wages:—(1) As far as circumstances permit members of the same family, comprising husband, wife and children shall be allowed leave on the same date.

(2) A worker may exchange the period of his leave with another worker, subject to the approval of the Manager.

103. Payment of Wages if the Worker Dies:—If a worker dies before he resumes work the balance of his pay due for the period of leave with wages not availed of shall be paid to his nominee within one week of the intimation of the death of the worker. For this purpose each worker shall submit a nomination in the following form duly signed by himself and attested by two witnesses. The nomination shall remain in force until it is cancelled or revised by another nomination.

Form of Nomination:—I hereby require that in the event of my death before resuming work the balance of my pay due for the period of leave with wages not availed of shall be paid to..... who is my..... and resides at..... (address).....

104. Register to be maintained in Case of Exemption under Section 84:—(1) Where an exemption is granted under Section 84, the management shall maintain a Register showing the position of each worker as regards leave due, leave taken and wages granted.

(2) He shall display at the main entrance of the factory a notice giving full details of the system established in the factory for leave with wages and shall send a copy of it to the Inspector.

(3) No alteration shall be made in the scheme approved by the Chief Commissioner at the time of granting exemption under Section 84 without his previous sanction.

CHAPTER IX

Special Provisions

Rule prescribed under section 87.

105. Dangerous Manufacturing Process or Operations:—(1) The following operations when carried on in a factory are declared to be dangerous manufacturing process or operations under Sections 87.

- (i) Manufacture of aerated water and processes incidental thereto.
- (ii) Electrolytic plating or oxidation of metal articles by use of an electrolyte containing chromic acid or other chromium compounds.
- (iii) Manufacture and repair of electric accumulators.
- (iv) Glass manufacture.
- (v) Grinding or glazing of metals.
- (vi) Manufacture and treatment of lead and certain compounds of lead.
- (vii) Generation of gas from dangerous petroleum.
- (viii) Cleaning or smoothing of articles by a jet of sand, metalshot or grit or other abrasive propelled by a blast of compressed air or steam.
- (ix) Liming and tanning of raw hides and skins and processes incidental thereto.
- (x) Lead processing.

(2) The provisions specified in the Schedules annexed hereto shall apply to any class or description of factories wherein dangerous manufacturing process or operations specified in each Schedule are carried on.

- (2-A) (a) For the medical examinations of workers to be carried out by the Certifying Surgeon as required by the Schedule annexed to this rule, the occupier of the factory shall pay fees at the rate of Rs. 2/- per examination of each worker every time he is examined.
- (b) The fees prescribed in sub-rule (2-A) shall be exclusive of any charges for biological, radiological or other tests which may have to be carried out in connection with the medical examinations. Such charges shall be payable by the occupier.
- (c) The fees to be paid for medical examinations shall be paid into the local treasury under the head of account OBO Medical A, Allopathy A, 4 other receipts.]

(3) This rule shall come into force in respect of any class or description of factories wherein the said operations are carried on such dates as the Chief Commissioner may, by notification in the official gazette, appoint in this behalf.

SCHEDULE I

Manufacture of aerated waters and processes incidental thereto

1. Fencing of Machines:—All machines for filling bottles or syphons shall be so constructed placed or fenced as to prevent, as far as may be practicable, a fragment of a bursting bottle or syphon from striking any person employed in the factory.

2. Face Guards and Gauntlets:—(1) The occupier shall provide and maintain in good condition for the use of all persons engaged in filling bottles or syphons—

- (a) suitable face-guards to protect the face, neck and throat; and
- (b) suitable gauntlets for both arms to protect the whole hand and arms; Provided that:—
- (c) This paragraph shall not apply where bottles are filled by means of an automatic machine so constructed that no fragment of a bursting bottle can escape; and
- (d) Where a machine is so constructed that only one arm of the bottle at work upon it is exposed to danger, a gauntlet need not be provided for the arm which is not exposed to danger.

(2) The occupier shall provide and maintain in good condition for the use of all persons engaged in corking, crowning, screwing, wiring, foiling, capsuling, sighting or labelling bottles or syphons:—

- (a) Suitable face guards to protect the face, neck and throat, and
- (b) suitable gauntlets for both arms to protect the arm and at least half of the palm and the space between the thumb and forefinger.

(3) Wearing of Face Guards and Gauntlets.—All persons engaged in any of the processes specified in paragraph 2 shall while at work in such processes wear the face guards and gauntlets provided under the provisions of the said paragraph.

SCHEDULE II

Electrolytic plating or oxidation of metal articles by use of an electrolyte containing chromic acid or other chromium compounds

1. Definitions.—For the purposes of this Schedule:

- (a) "Electrolytic chromium process" means the electrolytic plating or oxidation of metal articles by the use of an electrolyte containing chromic acid or the chromic acid or the chromium compounds.
- (b) "Bath" means any vessel used for an electrolytic chromium process or for any subsequent process.
- (c) "Employed" means in paragraphs 5, 7, 8 and 9 of this Schedule, employed in any process involving contact with liquid from a bath.
- (d) "Suspension" means suspension from employment in any process involving contact with liquid from any bath by written certificate in the Health Register signed by the Certifying Surgeon who shall have power of suspension as regards all persons employed in any such process.

Exhaust Draught.—An efficient exhaust draught shall be applied to every vessel in which an electrolytic chromium process is carried on; such draught shall be provided by mechanical means and shall operate on the vapour or spray given off in the process as near as may be at the point of origin. The exhaust draught appliance shall be so constructed, arranged and maintained as to prevent the vapour or spray entering into any room or place in which work is carried on.

3. Prohibition Relating to Women and Young persons:—No woman, adolescent or child shall be employed or permitted to work at a bath.

4. Floor of Workrooms.—The floor of every room containing a bath shall be impervious to water. The floor shall be maintained in good and level condition and shall be washed down at least once a day.

5. Protective Clothing:—(1) The occupier of the factory shall provide and maintain in good and clean condition the following articles of protective clothing for the use of all persons employed on any process at which they are liable to come in contact with liquid from a bath; and such clothing shall be worn by the persons concerned:

- (a) Water proof aprons and bids, and
- (b) for persons actually working at a bath loose fitting rubber gloves and rubber boots or other water proof foot wear.

(2) The occupier shall provide and maintain for the use of all persons employed suitable accommodation for the storage and adequate arrangements for the drying of the protective clothing.

6. Medical Requisites:—The occupier shall provide and maintain a sufficient supply of suitable ointment and impermeable water proof plaster in a separate box readily accessible to the workers and used solely for the purposes of keeping the ointment and plaster.

7. Medical Examination:—(a) Every person employed shall be examined by the certifying surgeon once in every 14 days and such examination shall take place at the factory.

(b) A health register in the prescribed Form No. 7 shall be kept by the occupier of the factory and in it shall be entered the names of all persons employed together with such entries as the certifying surgeon may make from time to time.

(c) No person after suspension shall be employed without written sanction from the certifying surgeon entered in or attached to the health register.

8. **Cautionary Placard.**—A cautionary placard in the form specified by the Chief Inspector and printed in the language of the majority of the workers employed shall be affixed in a prominent place in the factory where it can be easily and conveniently read by the workers.

9. **Weekly Examination.**—A responsible person appointed in writing by occupier of the factory shall twice in every week inspect the hands and forearms of all persons employed and shall keep record of such inspections in the health register.

SCHEDULE III

Grinding or glazing of metals and processes incidental thereto

1. **Definitions.**—For the purposes of this Schedule:—

- (a) "Grindstone" means a grindstone composed of natural or manufactured sandstone but does not include a metal wheel or cylinder into which blocks of natural or manufactured sandstone are fitted;
- (b) "Abrasive wheel" means a wheel manufactured of bonded emery or similar abrasive;
- (c) "Grinding" means the abrasion, by aid of mechanical power of metal by means of a grindstone or abrasive wheel;
- (d) "Glazing" means the abrading, polishing or finishing, by aid of mechanical power, of metal by means of any wheel, buff, mop or similar appliance to which any abrading or polishing substance is attached or applied;
- (e) "Racing" means the turning up, cutting or dressing of a revolving grindstone before it is brought into use for the first time;
- (f) "Hacking" means the chipping of the surface of a grindstone by a rack of similar tool;
- (g) "Rodding" means the dressing of the surface of a revolving grindstone by the application of rod, bar or strip of metal to such surface.

2. **Exceptions.**—(1) Nothing in this Schedule shall apply to any factory in which only repair work is carried on except any part thereof in which one or more persons are wholly or mainly employed in the grinding or glazing of metals.

(2) Nothing in this Schedule except paragraph 4 shall apply to any grinding or glazing work carried on intermittently and at which no person is employed for more than 12 hours in any week.

(3) The Chief Inspector may by certificate in writing subject to such conditions as he may specify therein, relax or suspend any of the provisions of this Schedule in respect of any factory if owing to the special methods of work or otherwise such relaxation or suspension is practicable without danger to the health or safety of the persons employed.

3. **Equipment for Removal of Dust.**—No racing, dry grinding or glazing shall be performed without—

- (a) a hood or other appliance so constructed, arranged, placed and maintained as substantially to intercept the dust thrown off, and
- (b) a dust-catcher of adequate size airtight and so arranged as to be capable of carrying away that dust which dust shall be kept free from obstruction and shall be provided with proper means of access for inspection and cleaning, and where practicable, with a connection at the end remote from the fan to enable the Inspector to attach thereto a manometer necessary for ascertaining the pressure of air in the said dust; and
- (c) a fan or other efficient means of producing a draught sufficient to extract the dust;

Provided that the Chief Inspector may accept any other appliance that is in his opinion, efficient for the interception, removal and disposal of dust thrown off as a hood, dust-catcher and fan.

4. **Restriction of Employment on Grinding Operation.**—Not more than one person shall at any one time perform the actual process of grinding or glazing upon a grindstone, abrasive wheel or glazing appliance.

Provided that this paragraph shall not prohibit the employment of persons to assist in the manipulation of heavy or bulky articles at any such grindstone, abrasive wheel or glazing appliance.

5. **Glazing.**—Glazing or other processes except processes incidental to wet grinding upon a grindstone shall not be carried on in any room in which wet grinding upon a grindstone is done.

6. **Hacking and Rodding.**—Hacking or rodding shall not be done unless during the process either (a) an adequate supply of water is laid on at the upper surface of the grindstone or (b) adequate appliances for the interception of dust are provided in accordance with the requirements of paragraph 3.

7. **Examination of Dust Equipment.**—(a) All equipment for the extraction or suppression of dust shall at least once in every six months be examined and tested by a competent person and any defect disclosed by such examination and test shall be rectified as soon as practicable.

(b) A register containing particulars of such examination and test shall be kept in the factory and approved by the Chief Inspector.

SCHEDULE IV

Cleaning or smoothing, roughening, etc. of articles, by a jet of sand, metal shot, or grit or other abrasive propelled by a blast of compressed air or steam.

(BLASTING REGULATIONS)

1. Definitions.—For the purposes of this Schedule—“Blasting” means cleaning, smoothing, roughening, or removing of any part of the surface of any article by the use of an abrasive of jet of sand, metal shot, or grit or other material propelled by a blast of compressed air or steam.

“Blasting enclosure” means a chamber, barrel, cabinet or any other enclosure designed for the performance of blasting therein.

“Blasting Chamber” means a blasting enclosure in which any person may enter at any time in connection with any work or otherwise.

“Cleaning of Castings” where done as an incidental or supplemental process in connection with the making of metal castings means the freeing of the casting from adherent sand or other substance and includes the removal of cores and general smoothing of a casting, but does not include the free treatment.

2. Prohibition of Sand Blasting.—Sand or any other substance containing free silica shall not be introduced as an abrasive into any blasting apparatus and shall not be used for blasting.

Provided that this clause shall come into force two years after the coming into operation of this Schedule.

Provided further that no woman or young person shall be employed or permitted to work at any operation of sand blasting.

3. Precaution in Connection with Blasting Operations:—(1) Blasting to be done in blasting enclosures.—Blasting shall not be done except in a blasting enclosure and no work other than blasting and any work immediately incidental thereto and clearing and repairing of the enclosure including the plants and appliances situated therein, shall be performed in a blasting enclosure. Every door, aperture and joint of blasting enclosure shall be kept closed and air tight while blasting is being done therein.

(2) Maintenance of Blasting Enclosure.—Blasting enclosure shall always be maintained in good condition and effective measures shall be taken to prevent dust escaping from such enclosures and from apparatus connected therewith into the air of any room.

(3) Provision of Separating Apparatus.—There shall be provided and maintained for and in connection with every blasting enclosure efficient apparatus for separating, so far as practicable, abrasive which has been used for blasting and which is to be used against an abrasive from dust or particles of other materials arising from blasting; and on such abrasive shall be introduced into any blasting apparatus and used for blasting until it has been so separated.

Provided that this clause shall not apply, except in the case of blasting chambers, to blasting enclosures constructed or installed before the coming into force of this schedule, if the Chief Inspector is of opinion that it is not reasonably practicable to provide such separating apparatus.

(4) Provision of Ventilating Plant.—There shall be provided and maintained in connection with every blasting enclosure efficient ventilating plant to extract by exhaust or suction affected by mechanical means dust produced in the enclosure. The dust extracted and removed shall be disposed of by such method and in such manner that it shall not escape into the air of any room; and every other filtering or settling device situated in a room in which persons are employed, other than persons attending to such bag or other filtering or settling device shall be completely separated from the general air of that room in an enclosure ventilated to the open air.

(5) Operation of Ventilating Plant.—The ventilating plant provided for the purpose of sub-paragraph (4) shall be kept in continuous operation whenever the blasting enclosure is in use whether or not blasting is actually taking place there and in the case of a blasting chamber, it shall be in operation even when any person is inside the chamber for the purpose of cleaning.

4. Inspection and Examination:—(1) Every blasting enclosure shall be specially inspected by a competent person at least once in every week in which it is used for blasting. Every blasting enclosure, the apparatus connected therewith and ventilating plant shall be thoroughly examined and in the case of ventilating plant, tested by a competent person at least once in every month.

(2) Particulars of the result of every such inspection, examination and test shall forthwith be entered in a register, which shall be kept in a form approved by the Chief Inspector and shall be available for inspection by any workman employed in or in connection with blasting in the factory. Any defect found on any such inspection, examination or test shall be immediately reported by the person carrying out the inspection, examination or test to the occupier, manager or other person in charge of the factory. The person carrying out the inspection, examination or test shall be immediately reported by the person carrying out the inspection, examination or test to the occupier, manager or other person in charge of the factory. The person carrying out the inspection, examination or test shall be immediately reported by the person carrying out the inspection, examination or test to the occupier, manager or other person in charge of the factory.

5. Provision of Protective Helmets, Gauntlets and Overalls:—(1) There shall be provided and maintained for the use of all persons who are employed in a blasting chamber, whether in blasting chamber, whether in blasting or in any work connected therewith or in cleaning such a chamber protective helmets of a type approved by a certificate of the Chief Inspector, and every such person shall wear the helmet provided for this use whilst he is in the chamber and shall not remove it until he is outside the chamber.

(2) Each protective helmet shall carry a distinguishing mark indicating the person by whom it is intended to be used and no person shall be allowed or required to wear a helmet not carrying his mark or a helmet which has been worn by another person and has not since been thoroughly disinfected.

(3) Each protective helmet when in use shall be supplied with clean and not unreasonably cold air at a rate of not less than 54 cubic decimetre per minute.

(4) Suitable gauntlets and overalls shall be provided for the use of all persons while performing blasting or assisting at blasting and every such person shall while so engaged wear the gauntlets and overall provided.

6. Precautions in Connection with Cleaning and other Work:—(1) Where any person is engaged upon cleaning of any blasting apparatus or blasting enclosure or of any apparatus or ventilating plant connected therewith or the surroundings thereof or upon any other work in connection with any apparatus or blasting enclosure or with any apparatus ventilating plant connected therewith so that he is exposed to the risk of inhaling dust which has arisen from blasting, all practicable measures shall be taken to prevent such inhalation.

(2) In connection with any cleaning operation referred to in clause 6, and with the removal of dust from filtering or settling devices all practicable measure, shall be taken to dispose of the dust in such a manner that it does not enter the air of any room. Vacuum cleaners shall be provided and used wherever practicable for such cleaning operations.

7. Storage Accommodation for Protective Wear:—Adequate and suitable storage accommodation for the helmets, gauntlets and overalls required to be provided by clause 5 shall be provided outside and conveniently near to every blasting enclosure and such accommodation shall be actual use shall be kept in this accommodation.

8. Maintenance and Cleaning of Protective Wear:—All helmets, gauntlets, overalls and other protective devices or clothings provided and worn for the purposes of this schedule shall be kept in good condition and so far as is reasonably practicable shall be cleaned on every week-day in which they are used. Where dust arising from the cleaning of such protective clothing or devices is likely to be inhaled, all practicable measures shall be taken to prevent such inhalation. Vacuum cleaners shall, wherever practicable, be used for removing dust from such clothing and compressed air shall not be used for removing dust from any clothing.

9. Maintenance of Vacuum Cleaning Plant:—(1) No person under 18 years of age shall be employed in blasting, assisting at blasting or in any blasting chamber or in the cleaning of any blasting apparatus or any blasting enclosure or any apparatus or ventilating plant connected therewith or be employed in maintenance or repair work at such apparatus, enclosure or plant.

(2) No person under 18 years of age shall be employed to work regularly within twenty feet of any blasting enclosure unless the enclosure is in a room and he is outside that room where he is effectively separated from any dust coming from the enclosure.

10. Power to Exempt or Relax:—(1) If the Chief Inspector is satisfied that in any factory or any class of factory, the use of sand or other substance containing free silica as an abrasive for blasting is necessary for a particular manufacture or process (other than the process incidental or supplemental to making of metal casting) and that the manufacture or process cannot be carried on without the use of such abrasive or that owing to the special conditions or special method of work or otherwise any requirement any requirement of this Schedule can be suspended either temporarily or permanently, or can be relaxed without endangering the health of the persons employed or that application of any of such requirements is for any reason impracticable or inappropriate, he may, with the previous sanction of the State Government, by an order in writing exempt the said factory or class of factory from such provisions of this Schedule, to such an extent and subject to such conditions, and for such period as may be specified in the said order.

(2) Where an exemption has been granted under clause (1), a copy of the order shall be displayed at a notice board at a prominent place at the main entrance or entrances to the factory and also at the place where the blasting is carried on.

Rule prescribed under section 88 and 88-A.

121106: Notification of Accidents and Dangerous Occurrences.

(1) When any accident which results in the death of any person or which results in such bodily injury to any person as is likely to cause his death, or any dangerous occurrence specified in the Schedule takes place in a factory, the manager of the factory shall forthwith send a notice thereof by telephone, special messenger or telegram to the Inspector and the Chief Inspector.

(2) When any accident or any dangerous occurrence specified in the Schedule, which results in the death of any person or which results in such bodily injury to any person as is likely to cause his death, takes place in a factory, notice as mentioned in sub-rule (1) shall be sent also to:—

- (a) The District Magistrate or Sub-Divisional Officer.
- (b) The Officer in charge of the nearest Police Station, and
- (c) The relatives of the injured or deceased Person.

(3) Any notice given as required under sub-rules (1) and (2) shall be confirmed by the manager of the factory to the authorities mentioned in those sub-rules within 12 hours of the accident or the dangerous occurrence by sending them a written report in Form 21 in the case of an accident or dangerous occurrence causing death or bodily injury to any person and in Form 21 in the case of a dangerous occurrence which has not resulted in any bodily injury to any person.

(4) When any accident or dangerous occurrence specified in the Schedule takes place in a factory and it causes such bodily injury to any person as prevents the person injured from working for a period of 48 hours or more immediately following the accident or the dangerous occurrence, as the case may be, the manager of the factory shall send a report thereof to the Inspector in Form 21 within 24 hours after the expiry of 48 hours from the time of the accident or the dangerous occurrence.

Provided that if in the case of an accident or dangerous occurrence, death occurs of any person injured by such accident or dangerous occurrence after the notices and reports referred to in the foregoing sub-rules have been sent, the manager of the factory shall forthwith send a notice thereof by telephone, special messenger or telegram to the authorities and persons mentioned in sub-rules (1) (2) and also have this information confirmed in writing within 12 hours of the death.

Provided further that if the period of disability from working for 48 hours or more referred to in Sub-rule (4) does not occur immediately following the accident or the dangerous occurrence, but later, or occurs in more than one spell, the report referred to shall be sent to the Inspector in the prescribed Form 21 within 24 hours immediately following the hour when the actual total period of disability from working resulting from the accident or the dangerous occurrence, becomes 48 hours.

SCHEDULE

The following are classes of dangerous occurrences, whether or not they are attended by personal injury or disablement:

- (a) bursting of a plant used for containing or supplying steam under pressure greater than atmospheric pressure;
- (b) Collapse or failure of a crane, derrick, which hoist or other appliances used in raising or lowering persons or goods, or any part thereof, or the overturning of a crane;
- (c) Explosion, fire, bursting out, leakage or escape of any molten metal, or hot liquor or gas causing bodily injury to any person or damage to any room or place in which persons are employed; or fire in room of cotton pressing factories when a cotton opener is in use;
- (d) explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gaseous (including air) or any liquid or solid resulting from the compression of gas;
- (e) collapse or subsidence of any floor, gallery, road, bridge, tunnel, chimney, wall, building or any other structure.

Rule prescribed under section 89

107. Notice of Poisoning or Disease:—A notice in Form No. 22 should be sent forthwith both to the Chief Inspector or and to the Certifying Surgeon, by the Manager of factory in which there occurs a case of lead, phosphorous, mercury, manganese, arsenic, carbon disulphide or benzene poisoning; or poisoning by nitrous fumes or by halogen or derivative of the hydrocarbons of the ethyl series; or of chrome ulceration, anthrax, silicosis, toxic anaemia, toxic jaundice, primary epitheliomatous cancer of the skin, or pathological manifestations due to radium or other radio active substances X rays.

CHAPTER X

SUPPLEMENTAL

Rule prescribed under section 107

108. Procedure in Appeals:—(1) An appeal presented under Section 107 shall lie to the Chief Inspector or in cases where the order appealed against is an order passed by that officer, to the Chief Commissioner or to such authority as the Chief Commissioner may appoint in this behalf and shall be in the form of a memorandum setting forth concisely the grounds of objection to the order and bearing court fee stamp in accordance with Article 41 of Schedule II to the Court Fees Act, 1870 as amended by the Court Fees (A & N Islands Amendment) Regulation 1957 and shall be accompanied by a copy of the order appealed against.

(2) Appointment of Assessors.—On receipt of the memorandum of appeal, the appellate authority shall if it thinks fit or if the appellant has requested that the appeal should be heard with the aid of assessors, call upon the body declared under sub-rule (3) to be representative of the industry concerned, to appoint an assessor within a period of 14 days. If an assessor is nominated by such body, the appellate authority shall appoint a second assessor itself. It shall then fix a date for the hearing of the appeal and shall give due notice of such date to the appellant and the Inspector whose order is appealed against and shall call upon the two assessors to appear upon such date to assist in the hearing of the appeal.

(3) The appellant shall state in the memorandum presented under sub-rule (1) whether he is a member of one or more of the bodies that have been declared by the Chief Commissioner in this behalf:—

The body empowered to appoint the assessor shall:—

- (a) if the appellant is a member of one of the bodies, be that body
- (b) if he is a member of two such bodies, be the body which the appellant desires should appoint such assessor, and
- (c) if the appellant is not a member of any of the aforesaid bodies or if he does not state in the memorandum which of such bodies he desires should appoint the assessor, be the body which the appellate authority considers as the best fitted to represent the industry concerned.

(4) Remuneration of Assessors.—An assessor appointed in accordance with the provisions of sub-rules (2) & (3) shall receive for the hearing of the appeal a fee to be fixed by the appellate authority, subject to a maximum of fifty rupees per diem. He shall also receive the actual travelling expenses. The fees and travelling expenses shall be paid to the assessor by Govt. but where assessors have been appointed at the request of the appellant and the appeal has been decided wholly or partly against him the appellate authority may direct that the fees and travelling expenses of the assessor shall be paid in whole or in part by the appellant.

Rule prescribed under section 108

109. Display of Notices.—The abstract of the Act and of the Rule required to be displayed in every factory shall be in Form No. 23.

Rule prescribed under section 110

110. Returns.—The occupier or Manager of every factory shall furnish to the Inspector the following returns, namely:—

(1) Annual Return:—On or before the 15th January of each year an annual return in Form No. 24.

(2) Half Yearly Return:—On or before the 15th January and 15th July of each year, a half yearly return in Form No. 24.

(3) Annual Return of Holidays:—Before the end of each year a return giving notice of all the days on which it is intended to close the factory during the next ensuing year shall be given. The return shall be submitted whether the factory is working or is not working during the year preceeding the year to which the return relates.

Provided that the Chief Commissioner may dispense with this return in the case of specified factory or any class of factories or of factories in any particular area.

Provided further that where the Manager of any factory makes any departure from the holidays, as aforesaid, prior intimation shall be given to the Chief Inspector.

Provided also that in the case of a factory in which work is carried on only during certain periods or periods of the year, the Manager shall if so required by the Chief Inspector, submit the annual or yearly returns as the case may be, within 15 days after the close of the period or after close of the year of those periods in the year as the case may be.

Rules prescribed under section 109

111. Service of Notices.—The despatch by post under registered cover of any notice or order shall be deemed sufficient service on the occupier, owner or Manager of a factory if such notice or order.

Rules 112 to 116 prescribed under section 112

112. Information required by the Inspector.—The occupier, owner or Manager of a factory shall furnish any information that an Inspector may require for purpose of satisfying himself whether any provision of the Act has been complied with or whether any order of an Inspector has been duly carried out. Any demand by an Inspector for any such information, if made during the course of an inspection, shall be complied with forthwith if the information is available in the factory or if made in writing, shall be complied with within seven days of receipt thereof.

113. **Muster Roll:**—The Manager of every factory shall maintain a muster roll of all the workers employed in the factory in Form 25 showing (a) the name of each worker, (b) the nature of his work and (c) the daily attendance of the worker.

Provided that, if the daily attendance is noted in the Register of adult workers in Form No. 18 or the particulars required under this rule are noted in any other register, a separate muster roll required under this rule need not be maintained.

114. **Register of Accidents and Dangerous Occurrences:**—The Manager of every factory shall maintain a Register of all accidents and dangerous occurrences which occur in the factory in Form No. 26.

115. **Maintenance of Inspection Book:**—The Manager of every factory shall maintain a bound inspection book and shall produce it when so required by the Inspector or Certifying Surgeon.

116. **Information Regarding Closure of Factories:**—The Occupier or Manager of every factory shall report in writing to the Inspector any intended closure of the factory or any section of department thereof immediately it is decided to do so, intimating the reasons for the closure, the number of workers on the register on the date of the report, the number of workers likely to be affected by the closure and the probable period of the closure. An intimation shall also be sent to the Inspector as soon as the factory or section or department of the factory, as the case may be, start working again.

117. Notwithstanding that these Rules are made in supersession of the Andaman and Nicobar Islands Factories Rules, 1951, such supersession shall not affect the previous operation of the said rules, and all Acts done under those rules shall, so far as they are not inconsistent with these rules, have the same force and effect as if they had been done under these rules.

By order,
B. C. ACHARI
Asst. Secretary to the Chief Commissioner.

FORM NO. 1

[See rule 3 (2)]

Application for permission to construct extent or take into use any Building as a Factory

1. Applicant's name
- Applicant's calling
- Applicant's Address
2. Full name and postal address of factory
3. Situation of the factory:—
District
- Town or Village
- Nearst Police Station
- Nearst Steamer Ghat
4. Particulars of plant to be installed.

Signature of Applicant.
Date.....

Note.—This application shall be accompanied by the following documents—

- (a) flow chart of the manufacturing process supplemented by a brief description of the process in its various stages;
- (b) plans, in duplicate, drawn to scale showing—
(i) the site of the factory and immediate surroundings including adjacent buildings and other structure, roads, drains, etc., and
(ii) the plan, elevation and necessary cross sections of the various buildings, indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery aisles and passage ways and
- (c) Such other particulars as the Chief Inspector may require.

FORM No. 2

(See rule 4 (2) and 11)

Application for Registration and Grant or Renewal of License for the year and Notice of Occupation specified in Section 7

(To be submitted in Triplicate)

1. Full name of the factory, with factory licence No, if already registered.....
2. (a) Full postal address and situation of the factory.
(b) Full address to which communication relating to the factory should be sent.
3. Nature of manufacturing process/processes.
(a) carried on in the factory during the last twelve months (In case of factories already in existence)
(b) to be carried on in the factory during the next twelve months (In the case of all factories)
4. Names and values of principal products manufactured during the last 12 months.
5. (i) Maximum number of workers proposed to be employed on any one day during the year.
(ii) Maximum number of workers employed on any one day during the last 12 months.
(iii) Number of workers to be ordinarily employed in the factory.
6. (i) Nature and total amount of power (HP) installed or proposed to be installed
(ii) Maximum amount of power (HP) proposed to be used.
7. Full name and residential address of the person who shall be the Manager of the factory for the purpose of the Act.
8. Full name and residential address of the occupier.
(i) The proprietor of the factory in case of private firm/proprietary concern.
(ii) Directors in case of a public limited liability company/firm.
(iii) Where a Managing Agent has been appointed the name of Managing Agents and Directors thereof.
(iv) Shareholders in case of a private company, where no Managing Agents has been appointed.
(v) The Chief Administrative Head in case of a Government or local fund factory.
9. Full name and address of the owner of the premises or building (including the precincts thereof) referred to in Section 23.
10. In case of factory constructed or extended after the date of the commencement of the Andaman and Nicobar Islands Factories Rules, 1951....
(a) Reference number and date of approval of the plans or construction or extension of factory by the Chief Inspector.
(b) Reference number and date of approval of the arrangements if any, made for the disposal of trade waste and effluents and the name of the authority granting such approval.

11. Amount of fee Rs. (Rupees) paid in Treasury on vide challan No. (enclosed)

Signature of Manager,
Date.....
Signature of Occupier,
Date.....

- NOTES:-
1. This form should be completed in ink in block letters or typed.
 2. If power is not used at the time of filling up this form, but is introduced later, the fact should be communicated to the Chief Inspector immediately.
 3. If any of the persons named against Item 8 is minor, the fact should be clearly stated.
 4. In the case of a factory, where under the provisions of sub-sections (1) and (2) of Section 100, a person has been nominated as the occupier, information required in Item 8 should be supplied only in respect of that person.
 5. In the case of a factory where a Managing Agent or Agents have been appointed as occupiers information required in Item 8 should be supplied only in respect of that person or persons.

FORM No. 4

[See Rule 4 (6)]

REGISTRATION AND LICENSE TO WORK A FACTORY

Registration No.

Sl. No.

Fee Rs.

(Rupees)

License is hereby granted to persons
valid only for the premises described below for use as a factory employing not more than persons
on any one day during the year and using motive power not exceeding H. P.,
subject to the provisions of the Factories Act, 1948 and the Rules made thereunder.

This license shall remain in force till the 31st day of December, 19

(Seal)

Chief Inspector of Factories.

The 19

DESCRIPTION OF THE LICENSED PREMISES

The licensed premises shown on plan No. dated are situated
in and consist of

Date of renewal	Date of expiry	Signature of Licensing Authority

N. B. --- the license should be kept in a conspicuous place of the Factory premises.

FORM No. 5
(See rule 12)

- Name of factory with current licence number
- Postal address
- Name of outgoing Manager
- Name of new Manager with the postal address of his residence and telephone number, if installed.
- Date of appointment of the new Manager.

Signature of new Manager.

Signature of occupier.

Date
Place

FORM No. 6

[See Rule 16 (2)]

CERTIFICATE OF FITNESS

1. Serial No. Serial No.
 Date Date
 2. Name I hereby certify that I have personally examined
 3. Father's name (name)
 4. Sex son/daughter of
 5. Residence residing at
 6. Date of Birth, if available and/or Age who is desirous of being employed in a factory and
 Certified that his/her age, as nearly as can be ascertained
 7. Physical fitness from my examination, is years, and
 that he/she is fit for employment in factory as an
 adult/child.
 8. Descriptive marks
 9. Reason for His/her descriptive marks are

(i) refusal of certificate.....

(ii) certificate being revoked.....

Thumb impression,

Initial of Certifying Surgeon.

Thumb impression,
Certifying Surgeon.

FORM No. 7

[See Rule 7 (b)]

HEALTH REGISTER

Name of certifying surgeon (In respect of persons employed in occupations declared by the dangerous operations under Section 37)
 (a) Mr. _____
 (b) Mr. _____
 (c) Mr. _____

To _____
 From _____

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Serial No.	Works No.	Name of worker	Sex	Age (last birthday)	Date of employment on present work	Date of leaving or transfer to other work	Reason for leaving	Nature of job or occupation	Raw material or product handled	Result of Medical Examination	If suspended from work, state period of suspension with details reasons	Recertified fit to resume duty on (with signature of the Certifying Surgeon)	If certificate of unfitness or suspension issued to worker	Signature with date of Certifying Surgeon

NOTE - (i) Column 8. Detailed summary of reasons for transfer or discharge should be stated.
 (ii) Column 11. Should be expressed as fit/unfit/suspended.

FORM No. 8

[See Rules 70, 49 and 70 (a)]

RECORD OF WHITE WASHING, PAINTING, ETC.

1	2	3	4	5	6	7
Part of factory e.g. name of room	Parts white washed, painted, varnished or oiled e.g. walls, ceilings, wood work, etc.	Treatment, whether white washed, painted, varnished or oiled	Date	Month	Year	Remarks

Date on which white washing, painting, varnishing or oiling was carried out (according to the English calendar)

Place _____

FORM No. 9

(See Rule 24)

HUMIDITY REGISTER

Department.....
 Hygrometer Distinctive mark or number.....
 Position in department.....

Readings of Hygrometer

Date, Year, Month, Day.	Between 7 and 9 a.m.		Between 11 a.m. and 2 p.m. (but not in the rest period)		Between 4 and 5.30 p.m.		If no humidity insert none	Remarks
	Dry bulb	Wet bulb	Dry bulb	Wet bulb	Dry bulb	Wet bulb		
1st								
2nd								
3rd								
4th								
5th								
6th								
7th								
8th								
9th								
10th								
11th								
12th								
13th								
14th								
15th								
16th								
17th								
18th								
19th								
20th								
21st								
22nd								
23rd								
24th								
25th								
26th								
27th								
28th								
29th								
30th								
31st								

Signed.....
 Certified that the above entries are
 correct.....
 Signed.....

FORM No. 10
 (See Rule 56)

PART 1

1. Name of the worker
2. Serial No. as in the register of workers, under section 62 of the Act
3. Father's name
4. Age and date of birth
5. Nature of work
6. Qualifications, if any, or period of service on similar work
7. Date when tight fitting clothing were provided
8. Signature or Thumb Impression of workers
9. Remarks

Signature of Manager.

FORM No. 11

[See Rule 60 (7)]

REPORT OF EXAMINATION OF PRESSURE VESSEL

1. Name of Occupier (or Factory)
2. Situation and address of factory
3. Name, description and distinctive number of pressure vessel
4. Nature of process in which it is used
5. Date of construction (the history should be briefly given, and the examiner should state whether he has seen the last previous report)
6. Date of last hydraulic test (if any) and pressure applied
 Is the vessel in the open, or otherwise exposed to weather or to damp?
8. What parts (if any) were inaccessible?
9. What examination and test were made?
10. Condition of vessel (state any defects materially affecting the safe working pressure or the safe working of the vessel)
 - External
 - Internal
11. Are the required fittings and appliances provided in accordance with the Rules for pressure vessels?
12. Are all fittings and appliances properly maintained and in good condition?
13. Repairs (if any) required, and period within which they should be executed and any other condition which the person making the examination thinks it necessary to specify for securing safe working
14. Safe working pressure, calculated from dimensions and from the thickness and other data ascertained by the present examination, due allowance being made for conditions of working if unusually or exceptionally severe
15. Where repairs affecting the safe working pressure are required, state the [safe working pressure]
 - (a) Before the expiration of the period specified in 13
 - (b) After the expiration of such period if the required repairs have not been complete
 - (c) After completion of the required repairs
16. Other observations

I certify that on the pressure vessel described above was thoroughly cleaned and (so far as its construction permits) made accessible for thorough examination and for such test as were necessary for thorough examination and that on the said date I thoroughly examined this pressure vessel, including its fitting, and that the above is the true report of my examination.

Signature

Qualification

Address

Date

If employed by a company or association, give name and address

FORM No. 12
(See Rule 82)

REGISTER OF COMPENSATORY HOLIDAYS

Sl. No.	Number in the register of workers	Name	Group or relay No.	No. and date of exempting order	Year	Weekly rest days lost due to the exemption order in	Date of Compensatory Holidays given in	Remarks
1	2	3	4	5	6	7	8	9
		January to March			7	April to June	8	9
		July to September			9	October to December	10	11
		January to March			11	April to June	12	13
		July to September			13	October to December	14	15
		January to March			15	April to June	16	17
		July to September			17	October to December	18	19
		January to March			19	April to June	20	21
		July to September			21	October to December	22	23
		January to March			23	April to June	24	25
		July to September			25	October to December	26	27
		January to March			27	April to June	28	29
		July to September			29	October to December	30	31
		January to March			31	April to June	32	33
		July to September			33	October to December	34	35
		January to March			35	April to June	36	37
		July to September			37	October to December	38	39
		January to March			39	April to June	40	41
		July to September			41	October to December	42	43
		January to March			43	April to June	44	45
		July to September			45	October to December	46	47
		January to March			47	April to June	48	49
		July to September			49	October to December	50	51
		January to March			51	April to June	52	53
		July to September			53	October to December	54	55
		January to March			55	April to June	56	57
		July to September			57	October to December	58	59
		January to March			59	April to June	60	61
		July to September			61	October to December	62	63
		January to March			63	April to June	64	65
		July to September			65	October to December	66	67
		January to March			67	April to June	68	69
		July to September			69	October to December	70	71
		January to March			71	April to June	72	73
		July to September			73	October to December	74	75
		January to March			75	April to June	76	77
		July to September			77	October to December	78	79
		January to March			79	April to June	80	81
		July to September			81	October to December	82	83
		January to March			83	April to June	84	85
		July to September			85	October to December	86	87
		January to March			87	April to June	88	89
		July to September			89	October to December	90	91
		January to March			91	April to June	92	93
		July to September			93	October to December	94	95
		January to March			95	April to June	96	97
		July to September			97	October to December	98	99
		January to March			99	April to June	100	101
		July to September			101	October to December	102	103
		January to March			103	April to June	104	105
		July to September			105	October to December	106	107
		January to March			107	April to June	108	109
		July to September			109	October to December	110	111
		January to March			111	April to June	112	113
		July to September			113	October to December	114	115
		January to March			115	April to June	116	117
		July to September			117	October to December	118	119
		January to March			119	April to June	120	121
		July to September			121	October to December	122	123
		January to March			123	April to June	124	125
		July to September			125	October to December	126	127
		January to March			127	April to June	128	129
		July to September			129	October to December	130	131
		January to March			131	April to June	132	133
		July to September			133	October to December	134	135
		January to March			135	April to June	136	137
		July to September			137	October to December	138	139
		January to March			139	April to June	140	141
		July to September			141	October to December	142	143
		January to March			143	April to June	144	145
		July to September			145	October to December	146	147
		January to March			147	April to June	148	149
		July to September			149	October to December	150	151
		January to March			151	April to June	152	153
		July to September			153	October to December	154	155
		January to March			155	April to June	156	157
		July to September			157	October to December	158	159
		January to March			159	April to June	160	161
		July to September			161	October to December	162	163
		January to March			163	April to June	164	165
		July to September			165	October to December	166	167
		January to March			167	April to June	168	169
		July to September			169	October to December	170	171
		January to March			171	April to June	172	173
		July to September			173	October to December	174	175
		January to March			175	April to June	176	177
		July to September			177	October to December	178	179
		January to March			179	April to June	180	181
		July to September			181	October to December	182	183
		January to March			183	April to June	184	185
		July to September			185	October to December	186	187
		January to March			187	April to June	188	189
		July to September			189	October to December	190	191
		January to March			191	April to June	192	193
		July to September			193	October to December	194	195
		January to March			195	April to June	196	197
		July to September			197	October to December	198	199
		January to March			199	April to June	200	201
		July to September			201	October to December	202	203
		January to March			203	April to June	204	205
		July to September			205	October to December	206	207
		January to March			207	April to June	208	209
		July to September			209	October to December	210	211
		January to March			211	April to June	212	213
		July to September			213	October to December	214	215
		January to March			215	April to June	216	217
		July to September			217	October to December	218	219
		January to March			219	April to June	220	221
		July to September			221	October to December	222	223
		January to March			223	April to June	224	225
		July to September			225	October to December	226	227
		January to March			227	April to June	228	229
		July to September			229	October to December	230	231
		January to March			231	April to June	232	233
		July to September			233	October to December	234	235
		January to March			235	April to June	236	237
		July to September			237	October to December	238	239
		January to March			239	April to June	240	241
		July to September			241	October to December	242	243
		January to March			243	April to June	244	245
		July to September			245	October to December	246	247
		January to March			247	April to June	248	249
		July to September			249	October to December	250	251
		January to March			251	April to June	252	253
		July to September			253	October to December	254	255
		January to March			255	April to June	256	257
		July to September			257	October to December	258	259
		January to March			259	April to June	260	261
		July to September			261	October to December	262	263
		January to March			263	April to June	264	265
		July to September			265	October to December	266	267
		January to March			267	April to June	268	269
		July to September			269	October to December	270	271
		January to March			271	April to June	272	273
		July to September			273	October to December	274	275
		January to March			275	April to June	276	277
		July to September			277	October to December	278	279
		January to March			279	April to June	280	281
		July to September			281	October to December	282	283
		January to March			283	April to June	284	285
		July to September			285	October to December	286	287
		January to March			287	April to June	288	289
		July to September			289	October to December	290	291
		January to March			291	April to June	292	293
		July to September			293	October to December	294	295
		January to March			295	April to June	296	297
		July to September			297	October to December	298	299
		January to March			299	April to June	300	301
		July to September			301	October to December	302	303
		January to March			303	April to June	304	305
		July to September			305	October to December	306	307
		January to March			307	April to June	308	309
		July to September			309	October to December	310	311
		January to March			311	April to June	312	313
		July to September			313	October to December	314	315
		January to March			315	April to June	316	317
		July to September			317	October to December	318	319
		January to March			319	April to June	320	321
		July to September			321	October to December	322	323
		January to March			323	April to June	324	325
		July to September			325	October to December	326	327
		January to March			327	April to June	328	329
		July to September			329	October to December	330	331
		January to March			331	April to June	332	333
		July to September			333	October to December	334	335
		January to March			335	April to June	336	337
		July to September			337	October to December	338	339
		January to March			339	April to June	340	341
		July to September			341	October to December	342	343
		January						

FORM No. 14

(See Rule 88 (a))

NOTICE OF PERIOD OF WORK FOR ADULTS

Name of Factory.....

Where situated.....

On half working days.....

On ordinary working days.....

Hour of starting work.....

Hour of starting work.....

Hour of closing work.....

Hour of closing work.....

Date on which notice first exhibited.....

Period of rest interval From..... to.....

(Signed)

Manager

NOTICE OF PERIODS OF WORK FOR ADULT WORKERS

NAME OF FACTORY

PLACE

DISTRICT

Period of work	Men										Women										Description of groups										
	Total Number of Men Employed																					Total number of Women Employed									
	A		B		C		D		E		F		G		H		I		J			Group letter	Nature of work								
Relays	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3										
On working days																															
From																															
To																															
From																															
To																															
On partial working days																															
From																															
To																															
From																															
To																															

Remark

Date on which this notice first exhibited

19

(Signed)

Manager

FORM No. 16

(See Rule 89)

REGISTER OF ADULT WORKERS

Serial No.	Name	Father's Name	Address	Name of work	Letter of groups as in Form 15	Number of relay if working in shifts	No. and date of certificate if an adolescent	No. of certificate and date	Token No. Giving reference to the certificate	Remarks
1	2	3	4	5	6	7	8	9	10	

FORM No. 17

(See Rule 94)

NOTICE OF PERIOD OF WORK FOR CHILD WORKERS

PLACE

NAME OF FACTORY

DISTRICT

Periods of work	Children			Remarks
	A	B	C	
GROUPS				
RELAYS				
From				
To				

Date on which this notice is first exhibited

(Signed)

Manager.

FORM No. 18
 (See Rule 95)
 REGISTER OF CHILD WORKERS

Serial No.	Name	Father's name	Date of first employment	No of certificate and its date	Token Number giving reference to certificate	Letter of groups as in Form 17	No. of relays, if working in shifts	Remarks
1	B	B	f	5	6	7	8	9

FORM No. 19
 (See Rule 96)
 REGISTER OF LEAVE WITH WAGES

ADULT/CHILD

Serial No.
 Department.....
 Serial No. in the Register of Adult/Child workers.
 Date of entry into service.
 Name of Factory.....
 Name.....
 Father's name.....
 Date of Dis-charge.....
 Date and amount of payment made in lieu of leave due.....

Calendar year of Service	Wage period from..... to.....	Wages earned during the wage period.	No. of days worked during the calendar year	No. of days of work performed.	No. of days of lay off.	No. of days of maternity leave enjoyed.	No. of days of leave enjoyed.	Total of Balance of leave from preceding year	Leave to credit	Whether leave in accordance with Scheme under Section 79 (8) was refused	Leave enjoyed from..... to.....	
												Balance of leave earned during the year
1	2	3	4	5	6	7	8	9	10	11	12	13

Balance of leave to credit	Normal rate of wages	Cash equivalent of advantage accruing through concessional sale of food grains and other articles	Rate of wages for the leave period (Total of cols. 15 and 16)	Remarks
14	15	16	17	18

FORM No. 20

(See Rule 98)

LEAVE BOOK

(Shall be the same as Register of Leave with Wages' (Form No. 19) but shall be made on separately for each worker on a thick bound sheet.

FORM No. 21

(See Rule 106)

NOTICE OF ACCIDENT OR DANGEROUS OCCURRENCE

Extracts of Factories Act and Rules

See on reverse

1. Name of occupier (or Factory)
2. Address of works where accident or dangerous occurrence happened
3. Nature of industry
4. Branch of Department and exact place where the accident or dangerous occurrence happened
5. Injured person's name and address
6. (a) Sex (b) Age (Last Birthday) and (c) occupation of injured person (a) (b) (c)
7. Date and hour of accident or dangerous occurrence
8. Hour at which he started work on day of accident
9. (a) Cause or nature of accident or dangerous occurrence (a)
 (b) If caused by machinery:—
 (i) Give the name of the machine and part causing the accident, and (b) (i)
 (ii) State whether it was moved by mechanical power at the time (b) (ii)
 (c) State exactly what the injured person was doing at the time (c)
10. Nature and extent of injuries (e. g. fatal, loss of finger, fracture of leg, scald, Scratch followed by sepsis)
11. If accident is not fatal, state whether injured person was disabled for 48 hours or more.
12. Name of Medical Officer in attendance on injured person.

I certify that to the best of knowledge and belief the above particulars are correct in every respect.

Signature of occupier or Manager.....

Date of despatch of report.....

Note:— To be completed in legible handwriting or preferably typewritten.

This space to be completed by Inspector of Factories.

- District
- Date of Receipt Accident No.
- Industry No.
- Causation No.
- Sex M. W. (B. or G.)
- Other particulars (e. g. fatal, leg injury).
- Acc injury etc.
- Date of Investigation
- Result of Investigation

NOTICE OF ACCIDENTS

Extract from the Factories Act, 1948.

(Section 38)

Where in any factory an accident occurs which caused death or which causes any bodily injury by reason of which the person injured is prevented from working for a period of forty-eight hours or more immediately following the accident, or which is of such nature as may be prescribed in this behalf, the manager of the factory shall send notice thereof to such authorities, and in such form and within such time, as may be prescribed.

Extract from the Andaman and Nicobar Islands Factories Rules.

RULE 106: Notice of accidents (1) When any accident or occurrence specified in the Schedule takes place in a factory, the manager of the factory shall forthwith send notice thereof by telephone, special messenger or telegram to the Inspector and if the accident is fatal or of such a serious nature that it is likely to prove fatal, notice as aforesaid, shall be sent to:—

- (a) The District Magistrate.
- (b) The officer-in-charge of the nearest police station, and
- (c) The relatives of the injured or deceased person.

- (b) The officer-in-charge of the nearest police station, and
- (c) The relatives of the injured or deceased person.

(2) The notice so given shall be confirmed by the Manager of the factory to the above mentioned authorities within 12 hours of the occurrence by sending to them a written report in the prescribed Form No. 21.

(3) When any accident [or dangerous occurrence] takes place in a factory which cause such bodily injury as prevents the injured person from working during a period of 48 hours immediately following the accident, the Manager of the factory shall send notice thereof to the Inspector a written report in Form No. 21 within 24 hours of the expiry of 48 hours after the occurrence of the accident.

SCHEDULE

- (1) Accidents which cause death to any person
- (2) The following classes of occurrences, whether or not they are attended by personal injury or disablement:—
 - (a) Bursting of a vessel used for containing steam under pressure greater than atmospheric pressure other than plant which comes within the scope of the Indian Boilers Act
 - (b) Collapse or failure of a crane, derrick, winch, hoist or other appliances used in raising or lowering persons or goods or any part thereof or the overturning of a crane.
 - (c) Explosion or fire causing damage to any room or place in which persons are employed, or fire in room of cotton pressing factories when a cotton opener is in use.
 - (d) Explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas.
 - (e) Collapse or subsidence of any floor, gallery, roof, bridge, tunnel, chimney, wall or building forming part of factory or within the compound or curtilage of factory.

FORM No. 22

(See Rule 107)

To be filled in by the
 Chief Inspector
 No. of case
 Remarks.....

NOTICE OF POISONING OR DISEASE

(See instructions on reverse)

Factory	1. Name of Factory.....
Particulars	2. Address of Factory.....
	3. Address of office or private residence of occupier.....
	4. Nature of Industry.....
Persons	5. Name and works number of patient.....
	6. Address of patient.....
Affected	7. Sex and age of patient.....
	8. Precise occupation of patient.....
General particulars	9. Nature of poisoning or disease from which patient is suffering.....
	10. Has the case been reported to the Certifying Surgeon.....
	Signature of the Factory Manager.....
	Dated

NOTICE OF POISONING OR DISEASE

Extract from the Factories Act, 1948
 (Section 89)

Where any worker in a factory contracts any disease specified in the schedule, the Manager of the factory shall send notice thereof to such authorities and in such form and within such time as may be prescribed.

Extract from the Andaman and Nicobar Islands Factories Rules 1970
(Rule 107)

Notice in form number 22 should be sent forthwith both to the Chief Inspector and to the Certifying Surgeon by the Manager of a factory in which there occurs a case of lead phosphorus, mercury manganese, arsenic, carbon by sulphide of benzene poisoning; or poisoning by nitrous fumes, or by halogen derivatives of the hydrocarbons of the aliphatic series; or of chrome ulceration, anthrax silicosis, toxic hepatitis, toxic jaundice, primary epitheliomatous cancer of the skin, or pathological manifestation due to radium or other radio-active substances or X-rays.

FORM No. 23

(See Rule 109)

ABSTRACT OF THE FACTORIES ACT, 1948 AND THE ANDAMAN AND NICOBAR ISLANDS FACTORIES RULES, 1970

(To be fixed in a conspicuous and convenient place at or near the main entrance of the Factory)

INTERPRETATION

"Factory" means any premises including the precincts thereof:

- (i) Whereon ten or more workers are working, or were working any day of the preceding twelve months, and in any part of the which a manufacturing process is being carried on with the aid of power, or is ordinarily so carried on, or,
 - (ii) Whereon twenty or more workers are working, or were working on any day of the preceding twelve months, and in any part of which a manufacturing process is being carried on without the aid of power, or is ordinarily so carried on;—
- but does not include a mine subject to the operation of the Indian Mines Act, 1923 (IV of 1923), or a railway running shed.

"Worker" means a person employed directly or through agency whether for wages or not in any manufacturing process or in cleaning or in any part of the machinery or premises used for a manufacturing process, or in any other kind of work incidental to, or connected with, the manufacturing process, or the subject of the manufacturing process.

"Manufacturing Process" means any process for making, altering, repairing, ornamenting, finishing packing, oiling, cleaning, breaking up, demolishing or otherwise treating or adapting any article or substance with a view to its use, sale, transport, delivery or disposal, or pumping oil, water or sewage, or generating, transforming to, or transmitting power, or printing by letter press, lithography, photogavure, or other similar work or book-binding which is carried on by way of trade or for purpose of gain or incidentally to another business so carried on, or constructing, reconstructing, repairing, refitting, finishing or breaking up ships or vessels.

WORKING HOURS, HOLIDAYS, INTERVALS FOR REST ETC.

1. Hours of Work (Adults) Section 51 and 54:—No adult worker shall be required, or allowed to work in a factory for more than 48 hours in any week and for more than 9 hours in any day.

2. Relaxation of Hours of Work (Adults) Section 64:—The ordinary limits on working hours of adults may be relaxed in certain special cases e.g. workers engaged on urgent repairs; in preparatory or complimentary work which must necessarily be carried on outside the limits laid down for the general working of the factory. In work which is necessarily so intermittent that the intervals during which they do not work while on duty ordinarily amount to more than the intervals for rest; in work which for technical reasons must be carried on continuously throughout the day; in making or supplying articles of prime necessity which must be made or supplied every day; in a manufacturing process which cannot be carried on except during fixed seasons, or at times dependent on the irregular action of the natural forces; in engine rooms or boiler houses or in attending to power plant or transmission machinery.

Except in the case of the urgent repairs, the relaxation shall not exceed the following limits:—

- (i) The total number of hours of work in any day shall not exceed ten;
- (ii) The total number of hours of Overtime work shall not exceed 12 hours in any one day;
- (iii) The spread over inclusive of intervals for rest shall not exceed 3 months in any year.

In the case of any or all adult workers in any factory the ordinary limits on working hours of adults may be relaxed, for a period or periods not exceeding in the aggregate 3 months in any year, to enable the factory to deal with an exceptional press of work.

3. Payment For Overtime, Section 59:—Where a worker works in a factory for more than 9 hours in any day or for more than 48 hours in any week he shall in respect of overtime work, be entitled to wages at the rate of twice his ordinary rate of wages.

4. Exemption of Supervisory Staff, Section 64:—Chapter VI of the Act (Working hours of adults) does not apply to persons holding positions of supervision or management of employed in a confidential position in a factory.

5. Weekly Holidays (Adults) Section 59:—No adult worker shall be required or allowed to work in a factory on the first day of the week, unless he has, or will have, a holiday for a whole day on one of the three days immediately before or after the said day, and the manager of the factory has, before the said day or the substituted day, whichever is earlier, delivered a notice at the office of the Inspector of his intention to require the worker to work on the said day and the day of which to be substituted and displayed a notice to that effect in the factory.

Provided that no substitution shall be made which will result in any worker working for more than ten days consecutively without a holiday for a whole day.

Where a worker in a factory, as a result of exemption from the ordinary provisions relating to weekly holidays, deprived is of any of the weekly holidays he shall be allowed within the month in which the holiday were due to him or within the two months immediately following that month compensatory holidays of equal number to the holidays so lost.

6. Intervals for Rest (Adults), Section 55 and 56:—The periods of work of adult workers in a factory each day shall be so fixed that no period shall exceed 5 hours before he has had an interval for rest of at least half an hour, and that inclusive of his intervals for rest they shall not exceed over more than 10½ hours in any day or, with the permission of the Chief Inspector in writing, 12 hours.

7. Prohibition of Double Employment, Section 60, 71 and 99:—No child or except in certain circumstances an adult worker, shall be required or allowed to work in a factory on any day on which he has already been working in any other factory.

If a child works in a factory on any day on which he has already been working in another factory, the parent or guardian of the child, of the person having custody or control over him or obtaining any direct benefit from his wages shall be punishable with fine, which may extend to Rs. 50/- unless it appears to the court that the child so worked without the consent or connivance of such parent, guardian or person.

8. Prohibition of Children Under 14, Section 67:—No child who has not completed his fourteenth year shall be required or allowed to work in any factory.

9. Hours of work (Children), Section 71:—No child shall be employed or permitted to work in any factory for more than 4½ hours in any day and between the hours 7 p.m. and 6 a.m. The periods of work of all children employed in any factory shall be limited to two shifts which shall not overlap or spread over more than 5 hours each and each child be employed in only one of the relays.

The provisions to weekly holidays shall also apply to child workers and no exemption from this provision may be granted in respect of any child.

10. Prohibition of Employment of Women, Section 66:—No woman shall in any circumstances be employed in any factory for more than 9 hours in any day or between the hours of 7 p.m. and 6 a.m.

LEAVE WITH WAGES

11. Leave with Wages, Section 79, 80, 82 and 83 Rules:—Every worker who has worked for a period of 240 days of work in a factory during a calendar year, shall be allowed during the subsequent calendar year, leave with wages for a number of days calculated at the rate of:

(i) if an adult, one day for every twenty days of work performed by him during the previous period of 12 months subject to a minimum of 10 days.

(ii) if a child, one day for every 15 days of work performed by him during the previous period of 12 months subject to a minimum of 14 days.

Provide that a period of leave shall be inclusive of any holiday which may occur during such period.

For the leave allowed to him, a worker shall be paid at a rate equal to the daily average of his total full-time earnings, exclusive of any overtime earnings, and bonus, but inclusive of dearness allowance and the cash equivalent of any advantage accruing by the sale by the employer of food grains and other articles at concessional rates, for the days on which he worked during the month immediately preceding his leave.

Where the employment of a person who has completed a period of 4 months continuous service in a factory is terminated before he completed a period of 12 months continuous service, he shall be deemed to have become entitled to leave for the number of days calculated at the rate of, if an adult one day for every 20 days of work performed by him and if a child one day for every 15 days of work performed by him, and the occupier of the factory shall pay to him the amount payable in respect of the leave to which he is deemed to have become entitled.

If a worker entitled to leave with wages is discharged from the factory before he has taken the entire leave to which he is entitled or if having applied for and having not been granted such leave, he quits his employment before he has taken the leave, the occupier of the factory shall pay him the amount payable in respect of the leave not taken and such payment shall be made before the expiry of the second working day after the day on which his employment is terminated.

The manager shall maintain a leave with register in the prescribed Form No. 19 and shall provide each worker with a book called the Leave Book in the prescribed Form No. 20. The leave book shall be the property of the worker and the manager or his agent shall not demand it, except to make entries of the dates of holidays or interruptions in service and shall not keep it for more than a week at a time. If a worker loses his leave book the manager shall provide him with another copy on payment of 15 paise and shall complete it from his record.

HEALTH

12. Cleanliness. Section 11.—Except in cases specially exempted, all inside walls and partitions, all ceiling or tops of rooms and all wall sides and tops of passages and staircases in a factory shall be kept white washed or colour washed. The white washing or colour washing shall be carried out at least once in every period of fourteen months. The floors of every workroom shall be cleaned at least once in every week by washing using disinfectant where necessary or some other method.

13. Disposal of Wastes and Effluents. Section 12.—Effective arrangements shall be made in every factory for the disposal of wastes and effluents due to the manufacturing process carried on therein.

14. Ventilation and Temperature. Section 13.—Effective and suitable provisions shall be made in every factory for securing and maintaining in every workroom adequate ventilation by the circulation of fresh air and such a temperature as will secure to workers there in reasonable conditions of comfort and prevent injury to health.

15. Overcrowding. Section 16.—Unless exemption has been granted there shall be in every workroom of a factory in existence on 1-4-1948 at least 90 cubic metre and of a factory built after this date at least 14-15 cubic metre of space for every worker employed therein and for this purpose no account shall be taken of any space which is more than 4 metre above the level of the floor of the room.

16. Lighting. Section 17.—In every part of factory where workers working or passing, there shall be provided and maintained sufficient and suitable lighting, natural or artificial or both.

17. Drinking Water. Section 18.—In every factory effective arrangements shall be made to provide and maintain suitable points conveniently situated for all workers employed therein, at sufficient supply of wholesome drinking water.

In every factory wherein more than 250 workers are ordinarily employed the drinking water shall, during the hot weather, be cooled by ice or other effective methods. The cooled drinking water shall be supplied in a canteen, lunch room and rest room and also at conveniently accessible points throughout the factory.

18. Latrines and Urinals. Section 19 and Rules.—In every factory sufficient latrines and urinal accommodation of the prescribed type (separate enclosed accommodation for male and female workers) shall be provided conveniently situated and accessible to workers at all times while they are at the factory. Every latrine shall be provided under cover and so partitioned off as to secure privacy and shall have a proper door and furnishings. Sweepers shall be employed whose primary duty it would be to keep clean latrines urinal and washing places.

19. Spittoons. Section 20.—In every factory there shall be provided a sufficient number of spittoons of the type described in convenient places and they shall be maintained clean and hygienic condition. No person shall spit within the premises of a factory except in the spittoons provided for the purpose and whoever spits in contravention of this provisions shall be punishable with fine not exceeding Rs. 5/-.

SAFETY

20. Fencing of Machinery. Section 21.—In every factory dangerous part of machines e. g. every moving of a prime mover and every flywheel connected to a prime mover etc. shall be securely fenced by safeguards of substantial construction which shall be kept in position while the parts of machinery they are fencing are in motion or in use.

21. Work on or near Machinery in Motion. Section 22.—No woman or child shall be allowed in any factory to clean, lubricate or adjust any part of the machinery while that part is in motion or to work between moving parts or between fixed and moving parts of any machinery which is in motion.

22. Employment of Young Persons on Dangerous Machinery. Section 23.—No young person shall work at any machine declared to be dangerous unless he has been fully instructed as to the danger and in connection with the machine and the precaution to be observed and has received sufficient training in work at the machine or is under adequate supervision by a person who has a thorough knowledge and experience of the machine.

23. Guarding of New Machinery. Section 24.—In all machinery driven by power and installed in any factory after 1-4-1949 every set screw bolt or key on any revolving shaft, spindle, wheel or pinion shall be so sunk, encased or otherwise effectively guarded as to prevent danger; all spur, worm and other toothed or friction gearing which does not require frequent adjustment while in motion shall completely encased unless it is so situated as to be as safe as it would be if it were completely encased.

Whoever sells or lets on hire or as agent of a seller or hirer, causes or procures to be sold or let on hire, for use in a factory any machinery driven by power which does not comply with these provisions, shall be punishable with imprisonment for a term which may extend to three months or with fine which may extend five hundred rupees or with both.

24. Prohibition of Employment of Women and Children near Cotton openers, Section 27:— No women or child shall be employed in any part of a factory for pressing cotton in which a cotton opener is at work.

25. Excessive Weights, Section 34:— No woman or young person shall be unaided by another person lift, carry or move by hand or on head, any material, article, tool or appliance exceeding the following limits:—

Adult male	50 Kg.
Adult female	30 Kg.
Adolescent male	30 Kg.
Adolescent female	25 Kg.
Male child	20 Kg.
Female child	15 Kg.

26. Protection of Eyes, Section 35:— Effective screens or suitable goggles shall be provided for the protection of persons employed in or in the vicinity of processes which involve risk of injury to the eyes from particles or fragments thrown off in the course of the process or which involve risk of injury to the eyes by reason of exposure to excessive light.

27. Precautions in Case of Fire, Section 38:— Every factory shall be provided with adequate means of escape in case of fire for the persons employed therein. The doors affording exit from any room shall, unless they are of the sliding type, be constructed to open outwards. Every window, door or other exit affording a means of escape in case of fire, other than the means of exit in ordinary use, shall be distinctively marked. Effective and clearly audible means of giving warning in case of fire to every person employed in the factory shall be provided. Effective measures shall be taken to ensure that wherein more than twenty workers are ordinarily employed in any place above the ground floor or wherein explosive or highly inflammable materials are used or stored all the workers are familiar with the measures of escape in case of fire and have been adequately trained in the routine to be followed in such case.

WELFARE

28. Washing Facilities, Section 42:— Every factory adequate and suitable washing facilities shall be provided and maintained for the use of the workers therein. Such facilities shall include soap and nail brushes or other suitable means of cleaning, and the facilities shall be conveniently accessible and shall be kept in a clean and orderly condition.

If female workers are employed separate facilities shall be provided and so enclosed or screened that the interiors are not visible from any place where persons of the other sex work or pass.

29. Facilities for Storing and Drying Cloths, Section 43 and Rules:— In the case of certain dangerous operations of lead process, tanning and tanning of raw hides and skins etc., suitable places for keeping clothing not worn during working hours and for the drying of wet clothing shall be provided and maintained.

30. Facilities for Sitting, Section 45:— There shall be in every factory be provided suitable arrangements for sitting and maintained for all workers obliged to work in a standing position in order that they may take advantage of and opportunities for rest which may occur in the course of their work.

31. First Aid and Ambulance Room, Section 45:— There shall be every factory be provided and maintained as to be readily accessible during all working hours first aid boxes or cupboard equipped with the prescribed contents. All such boxes and cupboards shall be kept in the charge of a responsible persons who is trained in first aid treatment and who shall always be available during the working hours of the factory.

In every factory wherein more than 500 workers are employed there shall be provided and maintained ambulance room of the prescribed size and containing the prescribed equipment. The ambulance room shall be in charge of a qualified medical practitioner assisted by at least one qualified nurse and such other staff as may be prescribed.

32. Canteens Section 46 and Rules:— In specified factories wherein more than 250 workers are ordinarily employed, a canteen or canteens shall be provided and maintained by the occupier for the use of the workers. Food, drink and other items served in the canteen shall be sold on a non-profit basis and the prices charged shall be subject to the approval of a canteen managing committee, which shall be appointed by the Manager and shall consist of an equal number of persons nominated by the occupier and elected by the workers. The No. of elected workers shall be in the proportion of one for every 200 workers employed in the factory, provided that in no case shall there be more than 5 or less than 2 workers on the committee. The committee shall be consulted from time to time on the quality and quantity of food stuffs to be served in the canteen, the arrangement of the menus, etc., etc.

33. **Shelters, Rest Rooms and Lunch Rooms, Section 47** :—In every factory wherein more than 150 workers are ordinarily employed, adequate and suitable shelters or rest room and a suitable lunch room, with provisions for drinking water, where workers can eat meals brought by them shall be provided and maintained for the use of the workers.

34. **Creches, Section 48 and Rules** :—In every factory wherein more than 50 women workers are ordinarily employed, there shall be provided and maintained a suitable room for the use of the children under the age of six years of such women. The Creche shall be adequately furnished and equipped and in particular there shall be one suitable cot or a cradle with the necessary bedding for each child at least one chair or equivalent seating accommodation for the use of the mother while she is feeding or attending to her child and a sufficient supply of suitable toys for older children.

There shall be in or adjoining the creche a suitable wash room for the washing of the children and their clothing. An adequate supply of clean cloths, soap and clean towels shall be made available for each child while it is in the creche. At least half a pint of clean pure milk shall be available for each child on every day it is accommodated in the creche and the mother of a such child shall be allowed in the course her daily work suitable intervals to feed child. For children above two years of age, there shall be provided in addition, an adequate supply of wholesome refreshment. A suitably fenced and shady open air play ground shall also be provided for the older children.

35. **Welfare Officers, Section 49** :—In every factory wherein 500 or more workers are ordinarily employed the occupier shall employ in the factory such a number of Welfare Officers as may be prescribed.

SPECIAL PROVISIONS

36. **Dangerous Operations, Section 87 and Rules** :—Employment of women, adolescent and children is prohibited or restricted in certain operation declared to be dangerous, e. g. manufacture of aerated water, electroplating manufacture and repair of electric accumulators, glass manufacture, grinding, or glazing, of metal manufacture and treatment of lead and certain compounds of lead, generating petrol gas from petrol, sand-blasting, and tanning and tanning of raw hides and skins.

37. **Notice of Accident, Section 88 and Rules** :—Where in any factory an accident occurs which causes death or which causes bodily injury by reason of which the person injured is prevented from working for a period of 48 hours or more immediately following the accident or which though not attended by personal injury or disablement is one of following :—

(i) Bursting of a vessel used for containing steam under pressure greater than atmospheric pressure other than plant which comes within the scope of the Indian Boiler's Act.

(ii) Collapse or failure of a crane, derrick, winch, hoist, or other appliances used in raising or lowering persons or goods or any part thereof or the overturning of a crane.

(iii) Explosion or fire causing damage to any room or place in which the person are employed or fire in rooms of cotton pressing factories where a cotton opener is in use.

(iv) Explosion of a receiver or container used for the storage at a pressure greater than the atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas.

(v) Collapse or subsidence of any floor, gallery, roof, bridge, tunnel, chimney, wall or building forming part of a factory or within the compound or curtilage of factory.

The manager of the factory shall forthwith send notice thereof to the Chief Inspector. If the accident is fatal or such a serious nature that it is likely to prove fatal, the notice shall be sent to the District Magistrate and the Officer-in-Charge of the nearest Police Station.

38. **Notice of Certain Diseases, Section 89 and Rules** :—Wherein any worker in a factory contracts any of the following diseases the Manager of the factory shall send notice thereof forthwith to the Chief Inspector and Certifying Surgeon.

Lead, phosphorus, mercury, manganese, arsenic, carbon bisulphide or benzene poisoning; or poisoning by nitrous fumes, or by halogens or halogens derivatives of the hydrocarbons of the aliphatic series; or of chronic ulceration, anthrax, silicosis, toxic anaemia, toxic jaundice, primary epitheliomatous-cancer of the skin or pathological manifestation due to the radium or other radioactive substances or X rays.

39. **No Charge for Facilities and Conveniences, Section 114** :—No fee or charge shall be realised from any worker in respect of any arrangements of facilities to be provided or any equipments or appliances to be supplied by the occupier of the factory under the provisions of the Act.

40. **Power of Inspectors, Section 9 and 82** :—Inspectors have power to inspect factories any time and may require the productions of registers, certificates, etc prescribed under the Act and Rules.

Any Inspector may institute the proceedings on behalf of any workers to be recovered any sum required to be paid by an employer under the provisions relating to leave with wages which the employer has not paid.

41. Other Obligations of Workers, Section 97 and 111.—No worker in a factory:—(i) shall wilfully interfere with or misuse any appliance, convenience or other thing provided in a factory for the purpose of the securing the health, safety or welfare of the workers therein,

(ii) shall wilfully and without any reasonable causes do anything likely to endanger himself or others, and

(iii) shall wilfully neglect to make use of any appliance or other thing provided in the factory for the purpose of securing the health or safety of the workers therein.

If any worker employed in a factory contravenes any of these provisions of any rule or order made thereunder he shall be punishable with imprisonment for a term which may extend to three months or with fine which may extend to Rs. 100/- or with both.

If any worker employed in a factory contravenes any provisions of the Act or any Rules or orders made thereunder imposing any duty of liability on workers shall be punishable with fine which may extend to Rs. 20/-.

42. Certificates of Fitness, Section 68, 70 and 98.—No Child who has completed his fourteenth year or an adolescent shall be required or allowed to work in any factory unless a certificate of fitness granted with reference to him is in the custody of the Manager of the factory and such child or adolescent carries, while he is at work, a token giving reference to such certificate. Any fee payable to such a certificate shall be paid by the occupier and shall not be recoverable from the young person, his parents or guardian.

An adolescent who has been granted a certificate of fitness to work in a factory as work in a factory as an adult and who while at work in a factory carries a token giving reference to the certificate shall be deemed to be an adult for all the purposes of the provisions of the Act relating to the working hours of adults and the employment of young person. An adolescent who has been granted a certificate of fitness to work in a factory as an adult shall notwithstanding his age be deemed to be a child for all the purposes of the Act.

Whoever knowingly uses or attempts to use a certificate of fitness granted to himself, a certificate granted to another adolescent to work in a factory as an adult, or who, having procured such a certificate knowingly allows to be used or attempts to use it to be made, by another person shall be punishable with imprisonment for a term which may extend to one month or with fine which may extend to Rs. 50/- or with both.

43. Register, Notice and Returns, Sections 64, 63, 72, 74, 79, 80 and 110.—A register of adult workers in the prescribed form No. 18 and a register of child workers in the prescribed form No. 18 shall be maintained by the Manager of every factory.

A notice of periods of work for adults and a notice of periods of work for children in the prescribed form No. 14 or 15 and 17 shall be correctly maintained and displayed in every factory. No adult worker or child shall be required or allowed to work in any factory otherwise than in accordance with their respective notice of periods of work displayed in the factory.

The owners, occupiers or managers of factories shall submit the periodic returns to the Inspector regularly.

FORM 24

(See Rule 110)

ANNUAL/HALF YEARLY RETURN

NAME OF THE FACTORY

NAME OF THE OCCUPIER

NAME OF THE MANAGER

1. District
2. Postal Address
3. Nature of Industry

4. Average daily number of workers employed

Men
Women
Adolescent
(a) Male
(b) Female
Children
(a) Girls
(b) Boys

5. Normal hours worked per week

Men
Women
Children

6. Number of days worked in the Half year

Men

7. What rest intervals were given to workers

Women
Children

8. Were week days some times substituted for Sunday as weekly holiday

9. No. of accidents

Fatal
Non-fatal

10. Accidents in which workers returned to work during the year

Number
Mandays lost

11. Accidents analysed by causes (as per code No. which will be circulated by the Chief Inspector)

Fatal
Non-fatal

12. Accidents analysed by age and sex (number of accidents)

Adults
(a) Men
(b) Women
Adolescent
(a) Male
(b) Female
Children
(a) Boys
(b) Girls

13. Cases of poisoning diseases

14. Number of factories having canteen

Cooked food and refreshment
Refreshment only
Cooked food only

15. Number of factories having creches

16. No. of children utilising creches

17. No. of factories provided with shelters, rest room and lunch rooms

18. No. of inspection, Once, twice or thrice

19. Convictions, State in details

20. Leave with wages and compensatory holidays

- (i) Total number of persons employed during the year

Men
Women
Children
Total

- (ii) No. of persons who were entitled to leave with wages during the year

Men
Women
Children
Total

- (iii) No. of persons who were granted leave during the year

Men
Women
Children
Total

(iv) No. of persons who did not avail leave during the year in which leave occurred

Men
Women
Children
Total

(v) No. of persons who received compensatory holidays in the year

Same month
Second month
Third month
Total

(vi) No. of workers discharged or dismissed from service during the year

(vii) No. of persons paid wages in lieu of leave

21. No. of persons exempted from section

51
52
54
55
58

Signature of Manager

FORM No. 25

(See Rule 113)

MUSTER ROLL

Name of Factory

Place

District

Sl. No.	Name	Father's name	Nature of work	For the period ending					Remarks
				1	2	3	4	5	

FORM No. 26

(See Rule 114)

REGISTER OF ACCIDENTS AND DANGEROUS OCCURRENCES

Name of injured person (if any)	Date of accident or dangerous occurrence	Date of report (in Form No. 20) to Inspector	Nature of accident or dangerous occurrence	Date of return of injured person to work	No. of days injured person was absent from work
1	2	3	4	5	6

FORM No. 27

(Prescribed under Schedule VI to Rule 104)

SPECIAL CERTIFICATE OF FITNESS

(In respect of person employed in operations involving use of lead compounds)

Sl. No.
Date

I hereby certify that I have personally examined _____ son/daughter of _____ residing at _____ who is desirous of being employed as _____ in the _____ and that his/her age as nearly as can be ascertained from my examination is _____ years and that he/she is, in my opinion, fit for employment at work involving use of lead compounds. His/Her descriptive marks are: _____

LEFT THUMB IMPRESSION OF PERSON EXAMINED

Certifying Surgeon

I certify that I examined the person mentioned above on	I extend this certificate until	Signature of Certifying Surgeon	Note of symptoms of lead poisoning (if any)
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FORM No. 28

CERTIFICATE OF FITNESS FOR DANGEROUS OPERATIONS

(See Rule 105)

1. Serial Number
2. Name of person examined
3. Father's Name
4. Sex
5. Address
6. Name of the factory in which employed/in which wishes to be employed.
7. Process of department in which employed/wishes to be employed
8. Whether certificate granted
9. Whether declared unfit and certificate refused
10. Reference number of previous certificate granted or refused

Serial number _____

I certify that I have personally examined _____ (Name) Son of _____ (Father's name) residing at _____ (address) who is desirous of being employed as _____ (Name of Factory) in _____ (Department and process) and that as nearly as can be ascertained from my examination, is fit/unfit for employment at the above noted factory.

2. He is fit to be employed and may be employed on some other non-hazardous operation such as _____

3. He may be produced for further examination after a period of _____

4. He is advised following further examination: _____

5. He is advised following treatment: _____

6. The serial number of the previous certificate is _____

Signature of Certifying Surgeon: _____

L.T.I. of person examined
Signature of Certifying Surgeon

Note: 1. The counterfoil should be retained by the Certifying Surgeon and maintained in a bound book or in file.
2. The para which does not apply may be cancelled.